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ABSTRACT

This manual is intended for use primarily by depository librarians in Wisconsin in order to help depository libraries comply with the state documents depository law. The manual opens with a description of the Wisconsin Document Depository Program. The history of the program is outlined, and the following general responsibilities and procedures for all types of depository libraries are listed: circulation of materials, interlibrary loan, staffing, space, outreach and promotion, organization of the collection, maintenance of the collection, shipping lists, limited distribution of materials, processing document shipments, classification and cataloging of Wisconsin documents, reference tools, acquisition, and evaluation. Special responsibilities for the different types of depository libraries are also given. Included in the appendices are examples of various forms, listings of Wisconsin Depository Program libraries, and a map of depository libraries. (JLB)

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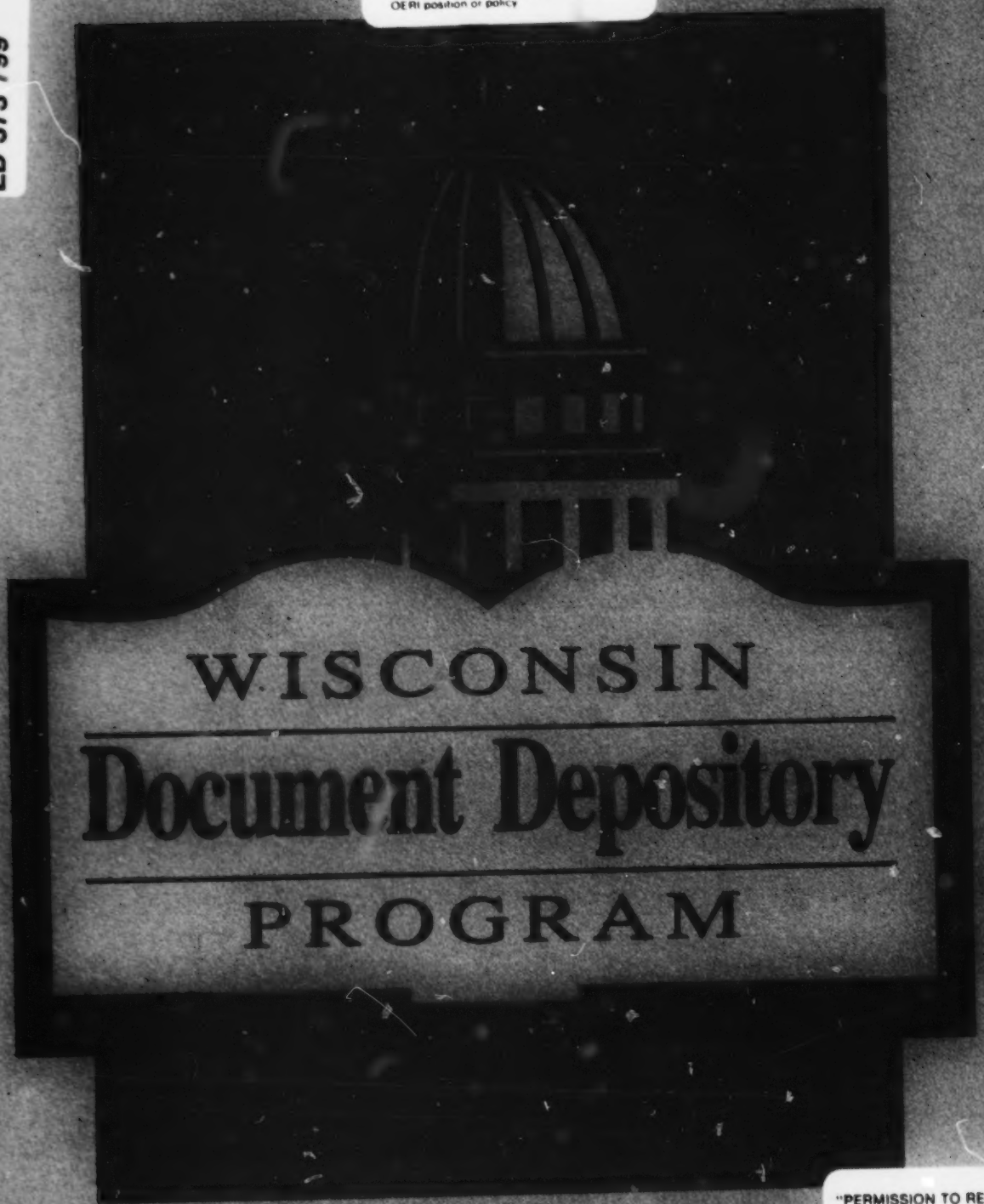

# WISCONSIN Document Depository PROGRAM

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# Wisconsin Document Depository Program

# Manual for Depository Libraries

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# *Preface*

This manual for libraries in the Wisconsin Document Depository Program was printed on three-hole punched paper with the intention that the user will put it into a binder. The manual is being sent out to depository libraries before all the appendices are finished.

Two appendices including Appendices I and L will be sent as they are completed. The appendices are each numbered separately so that it will be easier to insert them into the manual.

As new and/or revised information and appendices are sent to your library, please add them to this manual.



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# *Introduction*

The Wisconsin Statutes 1991-1992, as amended by 1991 Wisconsin Act 285, require that the Division for Libraries and Community Learning shall designate state depository libraries. These libraries must agree to accept state documents through the Wisconsin Document Depository Program. State depository libraries must be adequately staffed and capable of ensuring access to state documents.

The Division for Libraries and Community Learning, Reference and Loan Library staff developed this manual with the assistance of a State Documents Depository Libraries Committee for the purpose of helping state documents depository libraries comply with the state documents depository law. (See Appendix A for a list of the members of the State Document Depository Libraries Committee.)

The Department of Public Instruction, Division for Libraries and Community Learning requests that each depository library designate one or more person(s) to coordinate state depository activities and to act as a liaison for the depository program to the Reference and Loan Library. This manual is intended for use primarily by the depository librarians. Questions or suggestions should be directed to the Government Services Librarian (Loretta Harmatuck, (608) 221-6165, Reference and Loan Library, 2109 South Stoughton Road, Madison, Wisconsin 53716 or Internet address Harmatul@Macc.Wisc.Edu).

# *Wisconsin Document Depository Program*

## Purpose of Document Depository Program

The purpose of the Wisconsin Document Depository Program is to:

1. Obtain Wisconsin documents for distribution to depository libraries.

2. Assure that organized collections of Wisconsin documents are available to the public through depository libraries.

3. Facilitate interlibrary loan methods that provide efficient retrieval of Wisconsin documents and sharing of materials.

4. Promote the examination and use of Wisconsin documents by the general public.

## State Government Documents and the Public Interest

Each year state government agencies, boards and commissions publish more than 3,500 printed documents and periodicals that contain information on programs, government studies, plans, statistical analyses, budgets and other information. The University of Wisconsin System publishes a great many additional documents. The majority of these documents receive limited dissemination to the public.

State government documents are intended for public use and distribution and cover a wide spectrum of social, judicial, legislative and political issues. They often provide essential consumer information, statistical information, economic and demographic data, and research findings. Some documents are the subject of public hearings. Most provide information about the operation of government programs, policies and issues on which agencies are making or have made decisions. Occasionally information may also be released in other than printed format.

Government documents are in the public interest and should be available to the public both at the time they are published and for future reference. It is important that people have access to government documents regardless of where in Wisconsin they live. State government documents are used by government employees, other employees, students, and individuals at the state and local level, public and private nonprofit institutions, and businesses.

## The Depository Library Role in Disseminating State Government Documents

The Wisconsin Document Depository Program is the main state program which currently attempts to assure that a wide range of documents are available for use by the public throughout Wisconsin now and in the future. This program preserves and makes available major state government publications.

Public, state agency, and academic libraries serve as depositories for documents that can be used by the public. Depository libraries are the only places where collections of state government documents are likely to be available and preserved. Materials are organized so that they can be retrieved upon request and either used on-site or borrowed from the library. State documents can also be borrowed through interlibrary loan from other libraries.

It is conservatively estimated that 150,000 documents per year circulate to Wisconsin residents from Wisconsin's state document depository library collections. Library users frequently use documents in the library and this use is not normally counted in circulation figures. Library staff also respond on a daily basis to questions and provide reference services to library patrons using information obtained from state government documents.

## Definition of a State Document

According to the definition in s. 35.81(3), Wis. Stats., (1991-1992), "'State document' includes every publication produced by a state agency in multiple copies or prepared for a state agency in multiple copies by a private individual or organization that is supported wholly or partly by any funds appropriated by this state, regardless of the format or process by which produced and regardless of the source of funds provided to the publisher, which is intended by the publisher to be disseminated or made accessible to the public or is required by law to be published, but does not include any publication of a state agency intended by the state agency to be used solely for internal purposes within the state agency or between that state agency and other state agencies."

Everything a state agency prints or produces is not a state document as defined by the statutes. A state document is:

- reproduced in multiple copies, regardless of format or process
- or issued by any of the following
  - — the legislature (or its committees and research offices),
  - — any state agency, including agencies, departments, boards, committees, commissions, and task forces,
  - — the governor's office, committees, commissions, or task forces
  - — or at the state's expense by a private individual or organization acting for one of these bodies,
- or published with the intent to disseminate or make accessible to the public,
- or required by law to be published.

### *State Documents vs. Public Records*

The definition of a state document in this context is much more limited than that of a public record, although the terms are sometimes confused. It is the intent of the document depository program to collect and preserve publications intended for public use and which provide public information on state government programs. It is not the intent to collect all items that might be considered public records.

### *University of Wisconsin Documents*

A copy of each University of Wisconsin publication meeting the definition of a state document should be deposited in its University of Wisconsin campus library. The University of Wisconsin-Madison is responsible for collecting University of Wisconsin System publications. Selected University of Wisconsin System publications will continue to be distributed through the depository library program.

### *Exemptions and Restrictions*

The definition of a "state document" **excludes** materials not intended for public use, such as forms, inter/intra-office memos, internal procedure manuals and drafts prepared for in-house review.

The statutes make a partial exemption for state documents published exclusively for public sale by presses established by the University of Wisconsin System or the State Historical Society, and state documents sold primarily on a subscription basis. Copies of these publications need to be shipped to the Reference and Loan Library for the state level depository libraries: the State Historical Society Library; the Legislative Reference Bureau Library; and the Reference and Loan Library.

State agencies may restrict the number of copies provided to the number necessary for distribution to the document depository libraries specified under s. 35.83(3)(a) to (d), Wis. Stats., (1991-1992) if the state document is published in limited quantities because of cost or content. This limited distribution includes fifteen copies that the Reference and Loan Library distributes to: the State Historical Society Library (2 copies); the Legislative Reference Bureau Library (2 copies); the Reference and Loan Library (1 copy); and ten copies for the regional document depository libraries.

## Wisconsin Document Depository Libraries

### *Historical Background*

The Wisconsin Statutes have included provisions for access to and distribution of government documents to libraries since 1901. The *Wisconsin Library Bulletin*, May/June 1984 contained the following summary:

> The early laws identified various methods for the promotion of documents and recognized quite specifically that access to public documents would "assist state offices, members of the legislature, and other citizens who are studying the growth and development of the affairs and institutions of this state (1901 Wis. Laws, Chapter 168).

In the laws of 1903, provision was first made for depositories of public documents: 1903 Wis. Laws, Chapter 238, Section 373c

> The secretary of said free library commission is hereby directed to ascertain and report to the state superintendent of public property what public libraries, in the state, containing more than one thousand volumes, including the libraries of normal schools, academies, and colleges, can suitably care for and advantageously use, public documents printed by the state. The secretary of said commission shall designate such libraries as depositories of state documents and shall, from time to time, prepare lists of such depositories for the use of the state superintendent of public property. The state superintendent of public property is hereby directed to furnish each library which is designated as a depository of state documents one set of public documents, as they are published, and also copies of such other reports and documents, printed at the expense of the state, as may be of general interest and supplied to him in sufficient numbers to meet such demand.

1903 Wis. Laws, Chapter 22, Section 351

> Documents for institutions, etc. There shall be delivered to the several state institutions, state university, and normal schools, and also to each college, incorporated academy and literary institution of this state having a library of three hundred volumes, and to every established public library containing one thousand volumes or more, upon application being made therefor, one copy each of all documents published by the state. The state officers shall be furnished at all times with such documents belonging to the state as may be necessary or convenient for the business of their respective offices. There shall also be delivered to the library of the college of law and the university of Wisconsin ten copies of the senate and assembly journals and of the laws enacted at each regular and special session of the legislature.

1903 Wis. Laws, Chapter 22, Section 354

> Upon completion of the binding of the five hundred sets of collected public documents provided for in section 319, the state printer shall promptly deliver to the state library seventy-five sets thereof, and to the state historical library sixty sets thereof, for the purpose of effecting exchanges with other libraries; also three sets to the free library commission, for the use of the legislative reference room. The residue of the edition shall be delivered by the state printer to the superintendent of public property, to be distributed as follows: one set to each member of the legislature to which such public documents were submitted, one set to each state institution, to the library of each state normal school, to the library of the state university, and to each county clerk, the same to be preserved in such institutions and in the office of such clerk; and not exceeding one hundred sets to be placed at the disposal of the free library commission, to be distributed through the said superintendent to such school, collegiate, and free public libraries of the state having one thousand or more volumes, as may be designated by the secretary of said commission as depositories of public documents.

The language has been revised slightly over the years, and the duties of various agencies have changed somewhat; but the intent has remained largely the same. The legislature clearly indicated the importance of distribution of state government documents to the public through libraries. There were several attempts to better define state documents, to formalize the program and to revise the statutes to provide greater clarity.

In 1965 the Free Library Commission was incorporated into the Department of Public Instruction, the statutory language was modified, and responsibility for the state government document distribution was placed within DPI. The legislative library and reference bureau remained in the legislative branch.

Sections 35.85(2)(b) and 35.85(6), Wis. Stats., (1965) were added to the statutes and referenced the Free Library Commission. These references were later changed to the State Superintendent of Public Instruction.

In 1975, the Department of Public Instruction appointed a task force to review the statutory language related to the depository program, to refine the definition of government document, and to formalize the designation of depository libraries. A manual was issued by DPI describing the depository program and defining the responsibilities of the depository libraries.

In 1979 Wis. Laws, Chapter 34, Section 2001, required the Governor to appoint a committee to study the distribution of documents by the state. In the committee's charge, specific reference was made to s. 35.84(2); however, the committee was encouraged to consider any other provisions of the statutes relating to the distribution of documents. The committee was appointed in November 1979 and issued a report later in the year. According to the report, "The committee did not establish as a goal either the expansion or constriction of the free distribution of official state documents. Rather the committee attempted to ascertain the need for free copies of official state documents, clarify ambiguous and conflicting statutes and establish some consistency in the document distribution area." Some, but not all, of the language included in the report eventually was incorporated into the statutes in 1985.

In 1988, the State Superintendent of Public Instruction appointed the State Government Document Depository Study Committee. This committee studied problems associated with the language as it had evolved. The committee recommended a major revision of the statutes and assisted in drafting the revised statutory language. This bill was signed into law as 1991 Wisconsin Act 285 on April 29, 1992. (See Appendix B for the current state document depository legislation.)

### *Current Depository Program*

1991 Wisconsin Act 285 of the Wisconsin Statutes revised and improved the Wisconsin Document Depository Program. The new statutory language defines the term state document; outlines the responsibilities of the Division for Libraries and Community Learning, depository libraries and other agencies; provides for exemptions; and clarifies several aspects of the program. It also requires state agencies to designate one or more staff members to be responsible for meeting state document depository distribution requirements.

Section 35.82(1), Wis. Stats., (1991-1992) designates three state level depository libraries: the State Historical Society Library, the Legislative Reference Bureau Library, and the Reference and Loan Library. The State Historical Society Library, the Legislative Reference Bureau Library, and the Reference and Loan Library may have the only copies of state documents when insufficient numbers of copies are received for full distribution. The State Law Library also receives documents related to legal matters as indicated in s. 35.84 and 35.85, Wis. Stats., (1991-1992).

Section 35.82, Wis. Stats., (1991-1992) specifies that the Division for Libraries and Community Learning designate not more than ten regional (full) depository libraries. Regional depository libraries receive all state documents made available through the depository program. The division also designates not more than 35 libraries to serve as selective (partial) state document depository libraries which receive all state documents except those for which distribution is restricted under s. 35.835(3).

The Department of Administration distributes selected documents listed in the chart in s. 35.84, Wis. Stats., (1991-1992). The remainder of the documents listed in s. 35.84, Wis. Stats., are distributed by the Reference and Loan Library.

### *Statutory References*

In addition to ss. 38.81-35.91, Wis. Stats., (1991-1992), there are numerous other references in the statutes concerning the distribution of documents published by the state. The primary sections that are related to distribution of state documents to libraries are included in Appendix B. These references include: the definitions of state agency as related to document distribution; public printing and distribution of laws and public documents by the Department of Administration; the designation of depository libraries; and the various responsibilities of the State Historical Society, the Legislative Reference Bureau, and the Division for Libraries and Community Learning as they relate to the receipt and distribution of state documents.

## General Responsibilities and Procedures for All Types of Depository Libraries

### *Designation of Depository Libraries*

Wisconsin libraries may apply for depository library status by filling out an application form. Applications should be addressed to the assistant superintendent of the Division for Libraries and Community Learning, Department of Public Instruction. (See Appendix C for a copy of the application form.) If accepted, a letter of agreement is signed by the depository library and the Division for Libraries and Community Learning. (See Appendix D for a copy of the letter of agreement.)

When openings exist, depository libraries are selected according to the following criteria.

**Availability**. Openings for state depository libraries will be announced by the Division for Libraries and Community Learning.

**Geographic Distribution**. When depository libraries are selected, consideration will be given to geographic distribution and population served throughout the state of Wisconsin. Each public library system in the state should have a Wisconsin document depository library. There also should be representation by various types and sizes of public and academic libraries in the Wisconsin Document Depository Program.

**Public Services**. Section 35.825, Wis. Stats., (1991-1992) requires that: "Each state document depository library shall make freely available to inhabitants of the state all state documents retained by the library, shall keep state documents readily accessible for use and shall render assistance in their use to such inhabitants without charge."

Free access to the resources of the state documents collections by the general public is a fundamental obligation expected from all state document depository libraries. Free access means that any member of the general public can physically handle and use a state document at the library without impediments.

Wisconsin depository libraries are expected to post a sign or the Wisconsin Document Depository Program logo in a prominent location (preferably visible from the exterior of the library) indicating that the library takes part in the Wisconsin Document Depository Program and that state documents can be used by the public at no charge. (A copy of the Wisconsin Document Depository Program logo is included in Appendix E).

Staff in a depository library who provide public services should be aware that their library belongs to the Wisconsin Document Depository Program and should gener-

ally be able to assist patrons with locating and using state documents. Assistance with documents should be available whenever public assistance for other library materials is available.

### *Circulation of Materials*

Each depository library may establish its own circulation policies for use of the depository materials outside the library. Libraries are encouraged to circulate state documents regardless of format. State documents may be designated reference if appropriate. Photocopies of noncopyrighted state documents may be loaned in place of the original. The issuing state agency should be contacted for permission to photocopy copyrighted state publications.

### *Interlibrary Loan*

Depository libraries should loan state documents to other libraries whenever comparable materials would be circulated under the library's policies. Library staff should also borrow state documents requested by patrons, but not available locally, from other depository libraries.

Interlibrary loan requests should be sent or received through regular interlibrary loan channels. These channels are outlined in *Wisconsin Interlibrary Loan Guidelines, 1985* or subsequent editions published by the Department of Public Instruction, Division for Libraries and Community Learning.

Interlibrary loan requests should include full bibliographic information with verification. A section on verification of and reference tools for state documents is included on page 14 of this manual.

The State Historical Society Library has the most complete collection of state documents, and most of their documents can be borrowed through interlibrary loan. The state documents collection at the Reference and Loan Library is also used for statewide interlibrary loan and reference services.

### *Staffing*

One person should be designated by the director of a depository library to coordinate activities and to act as a liaison with the Division for Libraries and Community Learning. This individual is responsible for administering or coordinating the library's receipt of materials, organizing and maintaining the document collection or integrating it with other materials, and for providing public services from the collection. Depository libraries should notify the government services librarian at the Reference and Loan Library upon initial appointment or subsequent replacement of a depository librarian. Notification may be by letter, telephone, or by submitting the depository staff contact form (see Appendix F) to the Reference and Loan Library.

### *Space*

Space for depository operations should be of the same general quality as other areas of the library. It should be comfortable and functional, and should have adequate room for reference, circulation, and interlibrary loan as well as adequate space for processing new materials and housing the collection. Open shelving is recommended, but if not available, timely retrieval methods should be in place.

### *Outreach and Promotion*

Depository libraries are encouraged to publicize their collections and promote the use of these materials. Depository libraries are encouraged to use the Wisconsin Document Depository Program logo included in Appendix E. Appendix G lists the types of publications generally distributed in the state depository program. Depository libraries may compile lists of specific documents in their collections to promote awareness and use of state documents. Depository libraries are encouraged to send these lists to various patrons of their library such as legislators, county officials, and city/town officials. Depository libraries are also encouraged to make presentations about state documents and/or to set up displays of state documents available from their libraries.

Regional depository libraries should provide assistance with outreach and promotion activities for selective depository libraries in their region. See page 13 for further discussion of special responsibilities of regional depository libraries. The Reference and Loan Library should serve as a clearinghouse to collect and facilitate the sharing of outreach ideas, products, and activities among depository libraries.

### *Organization of the Collection*

Each library should adopt a method to identify and locate materials received. The library may select a classification scheme appropriate to its users and their needs. The State Historical Society Library classifies Wisconsin documents to assist librarians in this process. A guide to the Wisconsin State Document Classification System (Widocs) is described in Appendix H.

### *Maintenance of the Collection*

Regional depository libraries are expected to keep at least one copy of each document for a minimum of five years and selective depositories are expected to keep a copy of each document for at least two years. Depository libraries are expected to provide the same level of protection and care of state documents as they do for their commercially acquired materials.

Superseded materials or materials with expiration dates may be discarded automatically. The Reference and Loan Library has prepared a list of superseded items by type of publication. (See Appendix I)

Each library may follow its normal discard procedures and policies for weeding depository materials. Document librarians planning to do an extraordinary or major weeding of state documents should contact the government services librarian at the Reference and Loan Library, before state documents are discarded. Withdrawn items may be offered to other libraries and educational institutions in the vicinity.

Depository librarians should also contact the government services librarian before discarding state documents deemed to be of historical importance. The government services librarian will check with the other state level depository libraries to see if they may want certain types of state documents. Depository librarians who are looking for historical state documents in particular areas are also encouraged to contact the government services librarian.

### *Shipping Lists*

The Reference and Loan Library staff prepares a shipping list, entitled *Wisconsin Depository Shipment*, for each shipment of documents sent to depository libraries.

Numbered consecutively by year and shipment number (e.g., 94-8) and arranged alphabetically by title within issuing agency, this checklist includes Widocs numbers for each title. The type of distribution is also indicated as limited, very limited, or full. (See Appendix J for an example of a shipping list.)

### *Limited Distribution of Materials*

When less than 52 copies are received from an agency, priorities for distribution of these copies are two copies each for the State Historical Society Library and the Legislative Reference Bureau Library and one copy for the Reference and Loan Library (the state level depository libraries), one copy each for the 10 regional depository libraries, one copy each for the 35 selective depository libraries, and one copy each for the Library of Congress and for the Council for State Governments.

### *Processing Document Shipments*

Upon receipt of a document shipment from the Reference and Loan Library, the documents received and the shipping list should be compared to ensure that all documents listed (bearing in mind whether they are limited distribution or not) have been received.

If one or more documents are missing, the form included in Appendix K can be filled out and returned within two weeks to the Reference and Loan Library. Government services staff at the Reference and Loan Library may also be contacted at (608) 221-6165 to request the missing document(s).

### *Classification and Cataloging of Wisconsin Documents*

Both the State Historical Society Library and the Reference and Loan Library catalog state documents and make this information available to other libraries. The State Historical Society Library has primary responsibility for cataloging state documents. From 1978 to the present, catalog records for state documents have been entered into the OCLC national computerized database. Entry into OCLC allows the information to be made available for use by other libraries in Wisconsin and nationally.

The Division for Libraries and Community Learning has developed a statewide union catalog called WISCAT. WISCAT is produced annually on CD-ROM (Compact Disc-Read Only Memory) and uses the LePac access software. WISCAT is distributed to over 700 Wisconsin libraries of all types, many of which do not belong to the OCLC network. WISCAT was initially formed and is continually updated by merging MAchine Readable Cataloging (MARC) records from titles contributed by participating libraries. The current edition of WISCAT contains over 4.7 million titles and over 23 million holdings from 1,057 contributing libraries. State documents are included in WISCAT.

The State Historical Society Library has unique responsibility for assigning Wisconsin State Document Classification (Widocs) numbers. This classification was developed by the library. It is modeled after the federal Superintendent of Documents classification system. It was devised so that all of an agency's publications are shelved together. A *Guide to Wisconsin State Agencies and Their Call Numbers,* which is available from the State Historical Society Library, traces names and classification numbers for Wisconsin state agencies from the beginning of statehood to the present. (See Appendix H)

All depository libraries are encouraged to catalog state documents so that their holdings will be entered into local, state and national databases. At a minimum, depository libraries placing documents in pamphlet files should provide for subject access to them.

### *Verification and Reference Tools*

Complete bibliographic information in MARC format for state documents is available on WISCAT and OCLC. Subject access to state documents is available through WISCAT, EPIC, and other OCLC utilities. LePac is the access software that allows Wisconsin libraries to search WISCAT on CD-ROM by title, agency, or subject. The EPIC service provides subject access to all bibliographic records in the OCLC database. OCLC can also be searched by title and publishing agency.

Interlibrary loan requests for state documents should provide complete bibliographic information whenever possible. This includes author (personal or corporate), title, publishing agency, date of publication, and call number, if known. OCLC and WISCAT are verification tools that provide this information as well as library holdings. Document serial holdings should be verified on the Wisconsin Union List of Serials (WULS). For documents not listed in WISCAT, OCLC, or WULS, a copy of the written citation to the document should be sent with the interlibrary loan request.

The State Historical Society Library regularly produces a checklist entitled *Wisconsin Public Documents*. It is a listing of all the Wisconsin state documents cataloged by the State Historical Society Library with the exception of University of Wisconsin publications. *Wisconsin Public Documents* is the most comprehensive listing available of Wisconsin state government publications.

### *Acquisition*

One purpose of the Wisconsin Document Depository Program is to centralize the distribution of state documents in Wisconsin. The legislation was revised in 1991 so that state agencies need to send copies of their publications to only one agency—the Reference and Loan Library—which then will distribute copies to the State Historical Society Library, the Legislative Reference Bureau Library, and other depository libraries. This was designed to cut down the staff time required for agencies to respond to frequent calls from libraries for the same publication. The Reference and Loan Library does not supply or procure additional copies of documents beyond the maximum of 52 called for by the legislation.

Depository librarians are encouraged to contact government services staff at Reference and Loan Library (608) 221-6165 if they hear about new state documents that have not yet been distributed in the depository program, or to fill out and return part II of the missing documents/new documents form in Appendix K.

Depository libraries are reminded that the definition of a "state document" **excludes** materials not intended for public use such as forms, inter/intra-office memos, internal procedure manuals, and drafts prepared for in-house review. The statutes make a partial exemption for state documents published exclusively for public sale by presses established by the University of Wisconsin System or the State Historical Society, and state documents sold primarily on a subscription basis. Only three copies of these publications need to be shipped to the state level libraries.

A state agency may restrict the number of copies provided for distribution to only that number necessary for distribution to the public document depository libraries

specified under s. 35.83(3)(a) to (d), Wis. Stats., (1991-1992), if the state document is published in limited quantities because of its cost or the nature of the information it contains.

When limited distribution or very limited distribution is indicated on a depository shipping list, librarians will need to contact the issuing agency directly for purchase information. Depository libraries may make copies of their collection of non-copyrighted documents borrowed through interlibrary loan. The issuing state agency should be contacted to ask for permission to photocopy copyrighted state publications.

Issues of serials or monographs that are state documents cataloged or included in a shelflist but later found to be missing, should be claimed directly from the issuing agency.

### *Evaluation*

Depository libraries desiring to continue in the Wisconsin Document Depository Program should complete a self evaluation form every two years. A self-evaluation form for depository libraries is included in Appendix L. The depository librarian/staff shall complete this form every two years, obtain the signature of the library director and return it to the government services librarian at the Reference and Loan Library. The purpose of the self evaluation is to do an internal check on how well the library is fulfilling the responsibilities of a Wisconsin documents depository program library. Information from the forms including outreach and promotion activities of depository libraries will be shared with other depository libraries in Wisconsin.

### *Termination of Depository Status*

A depository library may relinquish its depository status at any time. Such a request should be made in writing to the assistant superintendent of the Division for Libraries and Community Learning. The division may also terminate depository status after giving the depository library reasonable notice. Reasons for termination include failure to comply with guidelines as outlined in the s. 35.825, Wis. Stats., (1991-1992) and in this manual. A library relinquishing its state depository status is asked to inform the Reference and Loan Library of the disposition of their state documents collection. A new depository library may want a collection of recent documents. The postage for sending such documents may be paid by either the receiving or the donating library.

## Special Responsibilities of State Level Depository Libraries

There are three state level depository libraries in Wisconsin including the State Historical Society Library, the Legislative Reference Bureau Library, and the Reference and Loan Library. The special responsibilities of these libraries are:

### *State Historical Society Library*

The State Historical Society Library has the most complete collection of Wisconsin state documents. The library maintains both a circulating and an archival collection. Reference assistance is available on-site, by phone, or by correspondence.

Most state documents circulate directly to Wisconsin residents, or through interlibrary loan to libraries in Wisconsin and elsewhere.

The State Historical Society has primary responsibility for cataloging state documents. From 1978 to the present, catalog records for state documents have been entered into the OCLC national computerized database by State Historical Society Library staff. Entry into OCLC allows the information to be made available for use by other libraries in Wisconsin and nationally.

All of the State Historical Society Library's cataloging for Wisconsin state documents (1976 to date) is available on the University of Wisconsin-Madison online catalog.

The State Historical Society Library has unique responsibility for assigning Wisconsin State Document Classification (Widocs) numbers. This classification was developed by the library.

The State Historical Society Library is responsible for producing a checklist entitled *Wisconsin Public Documents*. It is a listing of all the Wisconsin state documents cataloged by the State Historical Society with the exception of University of Wisconsin publications. *Wisconsin Public Documents* is the most comprehensive listing available of Wisconsin state government publications.

### *Legislative Reference Bureau Library (Dr. H. Rupert Theobald Legislative Library)*

The Legislative Reference Bureau is one of five legislative service agencies and has primary responsibility for bill drafting, research, reference and library services for the legislature. The Legislative Reference Bureau Library's holdings emphasize material pertaining to state government and public policy issues.

The state document collection consists of the drafting records of all legislation introduced in the Wisconsin Legislature since 1927 and one copy of certain documents issued by state government agencies. State documents are kept for archival purposes. Because the Legislative Reference Bureau primarily serves members of the legislature, material in the state document collection does not circulate, but on-site use and photocopying is permitted.

All bill drafting records since 1927 have been microfiched. The Legislative Reference Bureau will provide one free copy of any item on microfiche to any Wisconsin state or municipal agency or agencies of other state governments. Other patrons will be charged 10-cents per page for copies made from microfiche.

Legislative Reference Bureau librarians prepare the subject and author index to the legislation and legislative journals of the Wisconsin Legislature. This cumulative index is issued every Tuesday morning during legislative floor periods and is updated at irregular intervals when the legislature is not in session. Under subject headings and under the names of primary authors and cosponsors, the index provides an abstract of each bill, resolution, and joint resolution introduced in the Wisconsin Legislature. It also lists lobbyists, principals, and legislative liaisons and provides subject indexes for the legislative journals and to all bills enacted.

Although the principal mission of the Legislative Reference Bureau is to serve the Wisconsin Legislature, its reference services are available to other patrons, including public officials, students of government, and citizens generally. Assistance may be limited by current legislative workload.

### *Reference and Loan Library*

The Wisconsin Reference and Loan Library, as part of the Division for Libraries and Community Learning, Department of Public Instruction, administers the Wisconsin Document Depository Program. Wisconsin statutes, as amended by 1991 Wisconsin Act 285, require Wisconsin state agencies to send copies of their publications to the Reference and Loan Library for distribution to the depository libraries. The Reference and Loan Library serves as the central clearinghouse for identifying, collecting and distributing documents to the state level, regional (full), and selective (partial) depository libraries.

The Reference and Loan Library also serves as a state level depository library. The Wisconsin documents collection is used for statewide interlibrary loan and reference services and for service to state government agency personnel.

Reference and Loan Library's state documents collection is primarily a current collection. However, Reference and Loan Library keeps an archival collection of the publications of the Department of Public Instruction. Documents received through the Wisconsin Document Depository Program are cataloged and kept in a separate collection of state documents arranged by Widocs number. Ephemeral documents such as brochures, pamphlets, and so on, are briefly cataloged and kept in a QuickDocs file. Serials are checked in via an automated serials system.

The Reference and Loan Library sends out approximately two shipments of depository items each month. The shipments include a shipping list, prepared by Reference and Loan Library staff, which serves as a checklist for the documents included in each shipment. The Widocs number that has been assigned by the documents cataloger at the State Historical Society is included for each title.

The Reference and Loan Library will coordinate the discarding of state depository items deemed to be of historical importance. Document librarians planning to do an extraordinary or major weeding of state documents should contact the government services librarian before state documents are discarded. The government services librarian will check with the other state level depository libraries to see if they may want certain types of state documents. Depository libraries who are looking for historical state documents in particular areas are also encouraged to contact the government services librarian.

The division is responsible for designating state document depository libraries in Wisconsin. See Appendix M for a list of the Wisconsin Document Depository Program libraries. The division may promulgate rules establishing criteria and the procedure for designation and termination of state document depository libraries.

The Reference and Loan Library serves as a clearinghouse to collect and facilitate the sharing of outreach ideas, products, training and communication and activities for and between state depository libraries.

## Special Responsibilities of Regional Depository Libraries

There are ten regional or full depository libraries in Wisconsin. See Appendix N for a map and a list of the regional depository libraries and the selective depository libraries in their area. Regional depository libraries receive state documents when at least 15 copies are available.

Since regional depository libraries receive more documents than do selective depository libraries, they are expected to make their documents available to the selec-

tive depository libraries via interlibrary loan. Regional depository libraries are encouraged to circulate state documents regardless of format.

Regional depository libraries are expected to keep at least one copy of each document for five years.

Regional depository libraries are expected either to maintain a holdings record or to catalog the majority of state documents in their collection. A comprehensive shelflist in either paper or electronic format is the preferred holdings record.

Regional depository libraries are expected to keep state documents readily accessible for use by Wisconsin citizens and are expected to provide assistance in locating and using state documents.

Staff at regional depository libraries are expected to be available to train and/or answer questions from staff at selective depository libraries in their region. This might include such activities as brown bag lunches focusing on documents services and outreach; promoting awareness of state documents to local library staff in depository and nondepository libraries in their region; and planning outreach activities to increase the use of documents by potential users such as local, county and city officials, teachers and students, and other groups.

## Special Responsibilities of Selective Depository Libraries

There are 35 selective or partial depository libraries in Wisconsin. Selective depository libraries receive all state documents except those for which distribution is restricted under s. 35.835(3), Wis. Stats., (1991-1992).

Selective depository libraries are expected to keep at least one copy of each document for at least two years.

Selective depository libraries are encouraged to catalog state documents. At a minimum, selective depository libraries are expected to provide subject access to state documents placed in a pamphlet file.

Selective depository libraries are expected to keep state documents readily accessible for use by Wisconsin citizens and are expected to provide assistance in locating and using state documents.

Selective depository libraries are encouraged to circulate state documents regardless of format and to loan state documents to other libraries through the interlibrary loan system.

Selective depository libraries are encouraged to publicize their collections of state documents and to promote the use of state documents by their patrons.

# *Appendices*

A. Wisconsin Documents Depository Libraries Committee

B. Wisconsin Statutes Related to the Wisconsin Document Depository Program

C. Application Form for Depository Libraries

D. Letter of Agreement to Serve as a Depository Library Wisconsin Document Depository Program

E. Wisconsin Document Depository Program Logo

F. Depository Staff Form

G. Types of Publications Distributed Through the Wisconsin Document Depository Program

H. Guide to the Wisconsin Document Classification System of the State Historical Society of Wisconsin Library (Widocs)

I. Types of Superseded Documents That May be Withdrawn

J. Sample Document Depository Shipping List

K. Wisconsin Document Depository Program Missing Documents/New Documents Form

L. Self Evaluation Form For Depository Libraries

M. Wisconsin Document Depository Program Libraries

N. Map of Depository Libraries
Wisconsin State Level, Regional, and Selective Depository Libraries

# Wisconsin Documents Depository Libraries Committee

Loretta Harmatuck, Chair
Government Services Librarian
Bureau for Interlibrary Loan and
Resource Sharing
2109 South Stoughton Road
Madison, WI 53716
(608) 221-6165

Kathleen Beaver
Documents Librarian
Alverno College
3401 South 39th Street
Milwaukee, WI 53215-3922
(414) 382-6089

Barbara Bren
Reference Librarian
UW-Whitewater
800 West Main Street
Whitewater, WI 53190-1799
(414) 472-5528

Leslie Foster
Documents Librarian
UW-Eau Claire
105 Garfield Avenue
Eau Claire, WI 54702-5010
(715) 836-3247

Patricia Pawl, Director
Beaver Dam Community Library
311 North Spring Street
Beaver Dam, WI 53916-2174
(414) 885-4570

Jacqueline Radtke
State Documents Librarian
Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, WI 53233-2385
(414) 278-3000

Jeffrey Rand
Documents Librarian
La Crosse Public Library
800 Main Street
La Crosse, WI 54601-4122
(608) 789-7116

Lloyd Velicer
Assistant Government
Publications Librarian
State Historical Society
816 State Street
Madison, WI 53706
(608) 264-6527

Cecilia Wiltzius
Wisconsin Collection Librarian
Appleton Public Library
225 North Oneida Street
Appleton, WI 54911-4780
(414) 832-6173

Teresa Pellitteri
State Documents Librarian
Legislative Reference Bureau
100 North Hamilton Street
Madison, WI 53702
(608) 267-0711

Mary Struckmeyer, Chief
Reference and Interlibrary Loan
Bureau for Interlibrary Loan and
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2109 South Stoughton Road
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(608) 221-6168
Ex Officio Member

# Wisconsin Statutes Related to the Wisconsin Document Depository Program

**13.172 State agency reports.** (1) In this section, "agency" means an office, department, agency, institution of higher education, association, society or other body in state government created or authorized to be created by the constitution or any law, which is entitled to expend moneys appropriated by law, including the legislature and the courts, and any authority created in ch. 231 or 234.

**13.92 Legislative reference bureau.** There is created a bureau to be known as the "Legislative Reference Bureau," headed by the chief of legislative reference bureau under the classified service. The legislative reference bureau shall be strictly nonpartisan and shall at all times observe the confidential nature of the reference or drafting requests received by it.

(1) DUTIES OF THE BUREAU. (a) *Reference section.* The legislative reference bureau shall perform reference services for all members of the legislature equally and impartially and to the limits of its facilities and staff. Such reference services shall be available also to public officials, students of government and citizens generally. In the performance of its reference services, the bureau shall:

1. Collect, index and make available in the most suitable form to legislators, other public officials, students of government and citizens generally, information relative to governmental subjects which will aid the legislature, other public officials and the citizens generally, to perform their duties in the most efficient and economical manner.

2. Maintain an adequate collection of public documents of Wisconsin and other states and carry out loan arrangements with libraries.

3. Maintain the drafting records of legislation introduced in prior sessions of the legislature and utilize such records to provide information on questions of legislative intent. Such records shall be retained in the offices of the bureau at all times.

4. Utilize the materials assembled in its collection and other suitable materials to prepare studies and reports providing pertinent information regarding subjects which are or may become items of concern to the legislature, other public officials or the public generally, and where warranted publish such reports and studies in the most expeditious manner.

5. Prepare copy for the biennial *Wisconsin Blue Book*.

6. Beginning with the date of the decennial federal census of population and ending on December 1 of the 2nd year commencing after such census, prepare and publish such street and ward maps of the municipalities in this state as are required to show the boundary lines of congressional and legislative districts based on that census. Following the final approval of the redistricting plans, the bureau shall transfer the maps used to show the district boundaries contained in such plans to the department of administration under s. 16.96(3)(b).

**13.93 (1m) 1970 ANNOTATIONS.** The revisor of statutes shall prepare and deliver to the department of administration, as soon as practicable after the end of the regular legislative session of 1969, a printer's copy for a volume to be designated "Wisconsin Annotations" and to contain the Wisconsin constitution, notes of the legislative history of the sections of the statutes and annotations of court decisions interpreting the Wisconsin constitution and statutes, and such other matter as the revisor deems important. The department shall order printed, and the contract printer shall print and deliver, the number of copies ordered. This edition of the annotations shall be printed and published as supplement to the 1969 Wisconsin statutes; and the laws and the contract governing the printing and distribution of those statutes shall, as far as applicable, govern the printing and sale of the annotations, except that the annotations shall be sold at a price fixed by the department at approximately the cost thereof and there shall be no free distribution thereof except as provided in ss. 35.84 and 35.85(5). The department shall designate the type, and shall determine the number of copies to be printed.

**14.019 Governor's nonstatutory committees.** (1) CREATION; TENURE; ABOLITION. Under the general powers of the office of the governor the governor may, by executive order, create nonstatutory committees in such number and with such membership as desired, to conduct such studies and to advise the governor in such matters as directed.

(5) FINAL REPORT; DEPOSIT. Any nonstatutory committee created by the governor and in existence at the time of the general election for a new gubernatorial term shall prepare a final written report on its activities to be submitted to the governor and, if the incumbent governor is not reelected, to the governor-elect prior to the first Monday of January of the year in which the new gubernatorial term begins. The number of copies prepared of such final reports shall be determined by the coordinator under sub. (3). The governor shall deposit sufficient copies of every final report required under this subsection, with the general reference and loan division for library services of the department of public instruction for distribution under s. 35.83 (3).

**14.04 Reports to legislature.** At the commencement of each regular session of the legislature, the governor shall communicate to the chief clerk of each house of the legislature, for distribution to the legislature under s. 13.172 (2) the reports of all state officers, commissions, boards, and departments required by law to report to the governor, including the reports of state officers whose terms of office have expired covering the transactions in their respective offices from June 30 in the last year of their terms, and, at the time of communicating said reports, shall render to the chief clerk of each house of the legislature for distribution to the legislature under s. 13.172 (2), a statement of all expenditures made by the governor out of any contingent fund appropriated for the contingent expenses of the office of the governor. Biennially, the governor shall submit to the chief clerk of each house of the legislature, for distribution to the legislature under s. 13.172(2), a report on the condition of each of the public institutions of this state which are supported in whole or in part by appropriations by the state with such recommendations as deemed proper.

History: 1977 c.29 s. 1649; 1977 c.273; 1987 a. 186.

**15.01 (3)** "Committee" means a part-time body appointed to study a specific problem and to recommend a solution or policy alternative with respect to that problem, and intended to terminate on the completion of its assignment. Because of their temporary nature, committees shall be created by session law rather than by statute.

**16.002 (2)** "Departments" means constitutional offices, departments and independent agencies and includes all societies, associations and other agencies of state government for which appropriations are made by law.

**16.61 (2)(b)** "Public records" means all books, papers, maps, photographs, films, recordings, or other documentary materials or any copy thereof, regardless of physical form or characteristics, made, or received by any agency of the state or its officers or employees in connection with the transaction of public business, except the records and correspondence of any member of the state legislature and any state document received by a state document depository library. "Public records" include all records subject to disposal under s. 645.76.

(c) "Records series" means public records that are arranged under a manual or automated filing system or are kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

**16.70 Purchasing; definitions.** (6) "Legislative service agency" means an agency created under ch. 13 which is authorized, or the head of which is authorized, to appoint subordinate staff, except the building commission.

**35.001(4)** "State agencies" include departments, boards, commissions, bureaus, institutions, and the university of Wisconsin system.

**35.78(5)** In this section, "state agencies" include all departments as defined in s. 16.022(2), the legislature, the courts and the legislative service and judicial branch agencies.

**35.81 Definitions.** In ss. 35.81 to 35.91:

(1) "Division" means the division for library services in the department of public instruction.

(1m) "Legislative service agency" has the meaning given under s. 16.70 (6).

(2) "State agency" has the meaning given for "agency" in s. 13.172 (1), and for purposes of ss. 35.81 to 35.835 includes a committee, as defined in s. 15.01 (3), and a committee established by executive order under s. 14.019.

(3) "State document" includes every publication produced by a state agency in multiple copies or prepared for a state agency in multiple copies by a private individual or organization that is supported wholly or partly by any funds appropriated by this state, regardless of the format or process by which produced and regardless of the source of funds provided to the publisher, which is intended by the publisher to be disseminated or made accessible to the public or is required by law to be published, but does not include any publication of a state agency intended by the state agency to be used solely for internal purposes within the state agency or between that state agency and other state agencies.

(4) "State document depository library" means a library designated under s. 35.82.

**35.82 Designation of state document depository libraries.** (1) The state historical society, the legislative reference bureau and the reference and loan library of the department of public instruction are designated as state document depository libraries and shall receive state documents delivered under s. 35.83 (3).

(2) The library of congress and the center for research libraries, Chicago, Illinois are designated as state document depository libraries outside this state.

(3) The division shall designate state document depository libraries in this state which agree to accept state documents delivered as directed by s. 35.83(3), which are adequately staffed and which are capable of ensuring access to those state documents. The division may promulgate rules establishing criteria and the procedure for designation and termination of state document depository libraries under this subsection. The division shall designate not more than 10 libraries to serve as regional state document depository libraries which shall receive all state documents made available. The division shall designate not more than 35 libraries to serve as selective state document depository libraries which shall receive all state documents except those for which distribution is restricted under s. 35.835 (3).

**35.825 Duties of state document depository libraries.** Each state document depository library shall make freely available to inhabitants of the state all state documents retained by the library, shall keep state documents readily accessible for use and shall render assistance in their use to such inhabitants without charge.

**35.83 State document distribution.** (1) Each state agency head shall designate one or more individuals to be responsible for all document distribution requirements provided under this section and shall submit the name of any designated individual to the division.

(2) The division shall coordinate all state document distribution requirements specified under this section.

(3) Except as provided in sub. (4m) and s. 35.835 (1) and (3), each state agency shall deliver, at the expense of the state agency, sufficient copies of each state document published by the state agency to the division for distribution to the following places in the quantities indicated:

(a) The state historical society, 2 copies.

(b) The legislative reference bureau, 2 copies.

(c) The reference and loan library of the department of public instruction, one copy.

(d) The regional state document depository libraries, one copy for each library.

(e) The selective state document depository libraries, one copy for each library.

(f) The library of congress, one copy.

(g) The center for research libraries, Chicago, Illinois, one copy.

(4) The division shall deliver state documents received under sub. (3) to each of the state document depository libraries.

(4m) In lieu of the distribution under sub. (3)(b), each legislative service agency shall deliver, at the expense of the agency, 2 copies of each state document published by the agency to the legislative reference bureau.

(5) This section does not apply to state documents distributed under 35.84.

**35.835 State document distribution; exemptions.** (1) Except as specified in sub. (2), state documents published by the university of Wisconsin system or the state historical society and state documents sold primarily on a subscription basis are exempt from the state document depository library distribution requirements under s. 35.83.

(2) Each state agency shall deliver to the division without charge 3 copies of each state document exempted under sub. (1). The division shall deliver one copy to the state historical society and one copy to the legislative reference bureau.

(3) A state agency may restrict distribution of a state document prepared by or for that state agency to only that number necessary for distribution to the state document depository libraries specified under s. 35.83(3)(a) to (d) if the state document is published in limited quantities because of its cost or the nature of information that it contains.

(4) This section does not apply to state documents distributed under s. 35.84.

**35.84 Distribution, to whom.** The department shall make distribution of official documents as indicated and shall charge the appropriations of the state agency publishing or arranging for publication of each official document for the total cost of distribution as determined under s. 35.80. Distribution is automatic unless indicated otherwise (See Figure 35.84 following)

**35.85 (4)** If the department obtains copies of any document for which distribution is required under s. 35.83, and the division informs the department in writing that the state agency publishing the document has not distributed the document in accordance with s. 35.83 (3), the department shall distribute the document in accordance with s. 35.83 (3) and shall charge the state agency publishing the document for the cost of distribution.

(12) In addition to the distributions authorized by s. 35.84 and this section, the department shall deliver, upon request of the state historical society or the state law library, additional copies of any state publication in its possession after the department has fulfilled all of the distribution requirements of s. 35.84 and this section, as may be needed for the use of the state historical society or the state law library; and upon the request of any state officer, such copies of any printing of the 3rd class, as may be necessary or convenient for the business of such officer. But no state officer shall receive more than one such copy for his or her own use nor more than one copy for each assistant and chief clerk in his or her office. The department shall notify the historical society and the state law library of the receipt by it of each separate lot of public printing. The department shall charge the cost of distributions made in accordance with this subsection to the requisitioning state agency.

Figure 35.84:

## TABLE FOR DISTRIBUTION OF OFFICIAL DOCUMENTS

SYMBOLS

A — Application, written

E — Copies to each person or institution in the group

DLS — Division for Library Services shall certify list

DPI — Department of Public Instruction shall certify list

| | | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Statutes, Hard Covers; s. 35.18 | Statutes, Soft Covers; s. 35.18 | Annotations; s. 35.23 | Laws of Wisconsin; s. 35.15 | Blue Books; s. 35.24 (1) | Administrative Code and Register; s. 35.93; s. 227.025 | Budget Estimates; s. 35.265 | Biennial Reports; s. 15.04(1)(d) | Governor's Messages; s. 14.04 | Opinions of Attorney General; s. 35.28; s. 165.015(1) | Supreme Court Reports s. 35.28; s. 751.11 | Decisions of Public Service Comm.; s. 35.28 | Decisions of Tax Appeals Comm.; s. 73.01(3)(b) | Term Law Forms; s. 35.20 |
| CONSTITUTIONAL OFFICERS: | | | | | | | | | | | | | | | |
| 1 | Governor | 1 | | 1A | 1 | 400 | 1 | 1 | 1 | 1 | 1A | | | | |
| 2 | Lieutenant Governor | 1 | | 1A | 1A | 300 | | 1 | 1 | 1 | 1A | | | | |
| 3 | Secretary of State | 1 | | 1A | 1 | 200 | | 1 | 1A | 1 | 1A | | | | |
| 4 | State Treasurer | 1 | | 1A | 1A | 200 | | | | | 1A | | | | |
| 5 | Attorney General | 1 | | 1A | 1 | 200 | 1 | | | | 1A | 1 | | | |
| 6 | State Superintendent of Public Instruction | 1 | | 1A | 1A | 200 | | | | 1 | 1 | 1 | | | |
| LEGISLATURE: | | | | | | | | | | | | | | | |
| 10 | Each Senator | 1 | 1A | 1A | 1 | 600 | 1A | 1 | 1A | 1 | | | | | |
| 11 | Each Representative to the Assembly | 1 | 1A | 1A | 1 | 350 | 1A | 1 | 1A | 1 | | | | | |
| 12 | Members of next succeeding legislature not entitled to distribution under lines 10 or 11 | | | | | 35A | | | | | | | | | |
| 13 | Each Chief Clerk | | 4 | 1A | 1A | 200 | 1A | | | 1 | | | | | |
| 14 | Each Sergeant at Arms | 1 | | | 1 | 200 | | | | | | | | | |
| 15 | Legislative Audit Bureau | 1 | 5 | 1 | 2 | 7 | 1 | 6 | 1 | | 1 | | | | |
| 16 | Legislative Reference Bureau | 5 | 35 | 20 | 40 | 265 | | 20 | | | | | | | |
| 17 | Legislative Reference Library; s. 35.85(11m) | 3 | | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 18 | Revisor of Statutes Bureau | 7 | 7 | 10 | 7 | 7 | 2 | | | | 1 | 1 | | | |
| 19 | Legislative Council | 5 | 25 | 5 | 25 | 25 | 3 | | | | 1 | 1 | | | |
| 20 | Legislative Fiscal Bureau | 2 | 10 | 1 | 10 | 32 | 2 | | | | 1 | | | | |
| JUDICIARY: | | | | | | | | | | | | | | | |
| 30 | Each Supreme Court Justice | 1 | 1 | 1 | 1 | 1 | | | | | | 2 | | | |
| 31 | State Law Library | 9 | 4 | 13 | 4 | 1 | 2 | | | | 3 | 3 | 3 | 2 | |
| 32 | Each Court of Appeals Judge | 1 | 1 | 1 | 1 | 1 | | | | | | 1 | | | |
| 33 | Milwaukee County Law Library | 1 | | 1 | 1 | 1 | 1 | | | | 1 | 1 | | | |
| 34 | Court of Appeals Libraries in Waukesha, Madison, Wausau | 1 | | 1 | 1 | 1 | 1 | | | | 1 | 1 | | | |
| 35 | Each Circuit Court Judge | 1 | 1 | 1 | 1 | 1 | | | | | | 1 | | | |
| 36 | Each county law library; s. 757.40 | 1 | | 1 | 1 | 1 | 1A | | | | 1A | | | | |
| 37 | Clerk of each court in lines 30, 32 and 35 | | 1 | 1 | 1 | 1 | 1A | | | | | | | | |
| STATE AGENCIES: | | | | | | | | | | | | | | | |
| 40 | Head of each department and independent agency listed in ch. 15, subchapters II and III | | 1 | 1A | 1A | 1 | 1A | 1 | | 1 | 1A | | | | |
| 41 | Historical Society; s. 35.85(7) | 3 | 7 | 3 | 10 | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 42 | Department of Justice | 10 | 180 | 10 | 15 | 1 | 12 | 1 | 1 | | 50 | 20 | 2 | 2 | |
| 43 | Public Defender Board | 1 | 305 | 37 | 37 | 1 | 3 | 1 | | 1 | 37 | 37 | | | |
| 44 | Each district attorney | | 1 | 1 | 1 | 1 | | | | | 1 | | | | |
| LIBRARIES: | | | | | | | | | | | | | | | |
| 50 | Each public library and branch thereof; s. 43.52 | 1 | | | | 1 | | | | | | | | | |
| 51 | Each academic library listed in DLS annual library directory (DLS) | 1 | | | | 1 | | | | | | | | | |
| 52 | Each school library media center listed in DPI annual public and nonpublic school directories (DLS) | | | | | 1 | | | | | | | | | |

Figure 35.84:

## TABLE FOR DISTRIBUTION OF OFFICIAL DOCUMENTS

| SYMBOLS | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A — Application, written<br>E — Copies to each person or institution in the group<br>DLS — Division for Library Services shall certify list<br>DPI — Department of Public Instruction shall certify list | Statutes, Hard Covers; s. 35.18 | Statutes, Soft Covers; s. 35.18 | Annotations; s. 35.23 | Laws of Wisconsin; s. 35.15 | Blue Books; s. 35.24 (1) | Administrative Code and Register s. 35.93; s. 227.025 | Budget Estimates; s. 35.265 | Biennial Reports; s. 15.04(1)(d) | Governor's Messages; s. 14.04 | Opinions of Attorney General; s. 35.28; s. 165.015(1) | Supreme Court Reports s. 35.28; s. 751.11 | Decisions of Public Service Comm.; s. 35.28 | Decisions of Tax Appeals Comm.; s. 73.01(3)(b) | Town Law Forms; s. 35.20 |
| 53 Each regional state document depository library, s. 35.82(3), not to exceed 10 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 54 Each selective state document depository library, s. 35.82(3), not to exceed 35 | | 1 | 1 | 1 | | 1 | | | | | | | | |
| 55 Head librarian of each public library system, s. 43.13 | | | | | 1 | | | | | | | | | |
| 56 University of Wisconsin Law Library | 2 | 25 | 10 | 10 | 1 | 1 | | | | 19 | 1 | 1 | 1 | |
| 57 Each library of a law school accredited by the American Bar Association not otherwise provided for in this section | 2 | 8 | | 10 | 1 | 1 | | | | 1 | 1 | | | |
| FEDERAL | | | | | | | | | | | | | | |
| 60 Each member and member-elect of Congress from this state | 1 | | 1 | 1 | 1 | | | | | | | | | |
| 61 Library of Congress | 1 | | 1 | 1 | 1 | 1A | | 1 | 1 | 1 | 1 | 1 | 1 | |
| 62 Each U.S. Attorney in this state | | 1 | 1 | 1 | 1 | | | | | | | | | |
| 63 Each U.S. Clerk of Court in this state | | 1 | 1 | | 1 | | | | | | | | | |
| 64 Each library maintained for a federal court in this state | 1 | | 1 | 1 | 1 | 1A | | | | | | | | |
| 65 Each U.S. Judge in this state | | 1 | 1 | 1 | | | | | | | | | | |
| LOCAL GOVERNMENTS | | | | | | | | | | | | | | |
| 71 Each county board chairperson | | 1 | | | | | | | | | | | | |
| 72 Each county clerk | | 1 | | | 1 | | | | | | | | | 1 |
| 73 Each city clerk | | 1 | | | 1 | | | | | 1 | | | | |
| 74 Each town clerk | | 1 | | | | | | | | | | | | 1 |
| 75 Each village clerk | | 1 | | | | | | | | | | | | |
| 76 Each sheriff | | 1 | | | 1 | | | | | | | | | |
| 77 Each county corporation counsel | | 1 | 1 | 1 | 1 | | | | | | | | | |
| 78 Each county highway commission | | 1A | | | | | | | | | | | | |
| 79 Each register of deeds | | 1 | | | | | | | | | | | | |
| 80 Each coroner or medical examiner | | 1 | | | | | | | | | | | | |
| 81 Each county treasurer | | 1 | | | | | | | | | | | | |
| 82 Each county surveyor | | 1 | | | | | | | | | | | | |
| 83 Each county human services or social services department director | | 1 | | | | | | | | | | | | |
| 84 Each county veterans' service officer | | 1 | | | | | | | | | | | | |
| EDUCATIONAL INSTITUTIONS: | | | | | | | | | | | | | | |
| 85 Each campus of University of Wisconsin system and vocational, technical and adult education system administrator's office (DPI) | | 1 | | | 1 | | | | | | | | | |
| 86 Each public or nonpublic elementary and secondary school administrator's office (DPI) | | | | | 1 | | | | | | | | | |
| OTHER | | | | | | | | | | | | | | |
| 99 Each newspaper as listed in Blue Book | | | | | 1 | | | | | | | | | |

History: 1985 a. 29; 1987 a. 27, 148, 399; 1989 a. 31; 1991 a. 39, 285.

**35.86 Exchanges.** (1) The director of the historical society may procure the exchange of public documents produced by federal, state, county, local and other agencies as may be desirable to maintain or enlarge its historical, literary and statistical collections, and may make such distributions of public documents, with or without exchange, as may accord with interstate or international comity. The state law librarian shall procure so many of such exchanges as he is authorized by law to make, and the department of health and social services, commissioner of banking, department of public instruction, legislative reference bureau, and the legislative council, may procure by exchange such documents from other states and countries as may be needed for use in their respective offices. Any other state agency wishing to initiate a formal exchange program in accordance with this section may do so by submitting a formal application to the department and by otherwise complying with this section.

(2) Exchange lists, containing the number of public documents received and the number of state documents distributed in exchange, shall be filed with the department by the respective state agencies authorized to procure exchanges, and the documents specified therein shall be forwarded by the department with carriage charges prepaid.

(3) The department shall authorize no distribution to be made in exchange until exchange lists have been received by it in compliance with this section.

(5) The department shall charge the cost of exchanges, including the costs specified in s. 35.80, to the appropriations of the state agencies filing exchange lists with the department.

(6) The department shall inform all state agencies of this section.

History: 1977 c. 29 s. 1654 (9)(g); 1979 c. 34; 1983 a. 36; 1991a. 39, 285, 316.

**36.11 (24) STATE DOCUMENTS.** The board shall assure that each campus identifies and collects significant state documents, as defined in s. 35.81(3), relating to administration and academic programs of that campus. The board shall provide for the identification and collection of significant state documents, as defined in s. 35.81 (3), published by the board or the system administration.

**43.05 (5)** Designate a librarian to serve as a coordinator of activities for state document depository libraries under ss. 35.81 to 35.835 and to fulfill its responsibilities under ss. 35.81 to 35.835.

(11) Maintain a reference and loan library to supplement the collections of all types of libraries in this state by providing specialized materials not appropriately held and information sources not provided by local libraries or readily available from other area or state-level resource providers. The library shall provide specialized information services to state agency libraries and state employees, institution libraries, public library systems, public libraries, school libraries and other types of libraries according to policies developed by the division. Library and information services may include development of collections of specialized materials, interlibrary loan services, reference services, provision of data base search services and maintenance of a statewide data base of library materials. The library may contract with state agencies and libraries to provide library material cataloging and processing services.

**44.02 Historical society; duties.** The historical society shall:

(1) Serve as trustee of the state in the preservation and care of all records, both printed and written, and all articles and other materials of historic interest and significance placed in its custody, and interest itself constructively as the agent of the state in the preservation and care of all similar materials wherever they may be.

(6) Thoroughly catalog the entire collections of said society for the more convenient reference of all persons who have occasion to consult the same.

(7) Loan, under rules that it may promulgate, to libraries, educational institutions and other organizations or to private individuals in good standing, books, pamphlets, museum objects, or other materials that if lost or destroyed could easily and without much expense be replaced. No work on genealogy, no newspaper file, or book, map, chart, document, manuscript, pamphlet or other material whatsoever of a rare nature shall be permitted to be sent out from the library except on interlibrary loan to a research library under rules safeguarding the materials during transit and while in use.

(8) Bind except when microfilmed the unbound books, documents, manuscripts, pamphlets, and especially newspaper files in its possession.

(16) To collect, embody, arrange and preserve in authentic form, a library of books, pamphlets, maps, charts, manuscripts, papers, paintings, statuary, and other materials illustrative of the history of the state.

**44.06 (2)** The director of the historical society shall file with the department of administration, and may revise, lists of state, county, municipal, federal, or other agencies to which state documents shall be distributed in accordance with interstate or international comity, with or without exchange, as provided in s. 35.86, in order to maintain or enlarge the reference collections of the society and the state. The department of administration shall obtain the state documents so specified from the agencies publishing them, at the expense of the agencies, and shall ship the state documents to the addressees provided by the director. The department of administration shall prepay carriage charges and shall collect the charges from the agencies publishing the state documents being shipped.

(4) The historical society may loan public documents, except those of rare nature, to other state agencies for official use or on interlibrary loan to other reference libraries under such rules and regulations and for such period as may appear desirable.

(5) The historical society shall prepare a periodic checklist of state documents and shall publish the list in such form and with such notes as to show the scope and purpose of such documents as the society considers advisable.

Wisconsin Department of Public Instruction
**APPLICATION FORM FOR DEPOSITORY LIBRARIES**
PI-2492 (▼ New 6-94)

**INSTRUCTIONS:** Please complete and return to:

**GOVERNMENT SERVICES LIBRARIAN**
**REFERENCE AND LOAN LIBRARY**
**2109 SOUTH STOUGHTON ROAD**
**MADISON, WI 53707-7841**
**(608) 221-6178 (FAX)**
**Harmatul@Macc.Wisc.Edu (Email)**

## LIBRARY REQUESTING STATUS AS A DEPOSITORY LIBRARY

| Name | | | Telephone No. *Area/No.* |
|---|---|---|---|
| Mailing Address | City | State | Zip Code |
| Public Library System | | | |

## STAFF RESPONSIBLE FOR THE STATE DOCUMENTS COLLECTION

| Name of Staff Member Responsible for State Document Collection | Position |
|---|---|
| Name of Contact Person | Position |

## GENERAL INFORMATION ON DEPOSITORY LIBRARIES

Is your library freely accessible to all members of the general public, including the physically disabled ?

❑ Yes ❑ No *If no, please explain*

No. of hours per week your depository collection would be open to the public

_____ Hours/Week

No. of volumes contained in your library

_____ books
_____ periodicals
_____ AV material
_____ other

Are these hours different from the hours public service is offered to your primary patrons (students, faculty, etc.)?

❑ Yes ❑ No *If no, please explain*

Amount of shelf space your library can set aside for state documents

Does your library have photocopy machines which could be used for copying state documents?

❑ Yes ❑ No *If no, please explain*

Does your library have microfiche readers?

❑ Yes ❑ No *If no, please explain*

Is the space planned to house state documents readily accessible to members of the general public?

❑ Yes ❑ No *If no, please explain*



BEST COPY AVAILABLE

## GENERAL INFORMATION ON DEPOSITORY LIBRARIES (Cont.)

What percentage of the state depository collection do you intend to fully catalog.

- ☐ 100-75%
- ☐ 74-50%
- ☐ 49-25%
- ☐ less than 25%

Are you a member of OCLC?

☐ Yes ☐ No

Do you intend to create a shelflist for your depository material?

☐ Yes ☐ No *If no, please explain*

If Yes

☐ In electronic format ☐ In paper format

*For Selective Depository Libraries* Do you expect to house state documents in a pamphlet file?

☐ Yes *If yes, explain how you would provide subject access to documents*

☐ No

Would you circulate state documents regardless of format (e.g., audiovisual materials)?

☐ Yes ☐ No *If no, please explain*

Would you loan state documents to other libraries through the interlibrary loan system?

☐ Yes ☐ No *If no, please explain*

How do you intend to serve the state government information needs of your patrons. *Please explain.*

# Letter of Agreement to Serve as a Depository Library Wisconsin Document Depository Program

The _____ agrees to accept
(Library)

designation to become a _____ depository library for the Wisconsin
(regional or selective)

Document Depository Program and also agrees to abide by the depository law and the rules and regulations promulgated and adopted by the Wisconsin Division for Libraries and Community Learning.

_____

(Assistant Superintendent,
Division for Libraries and Community Learning)

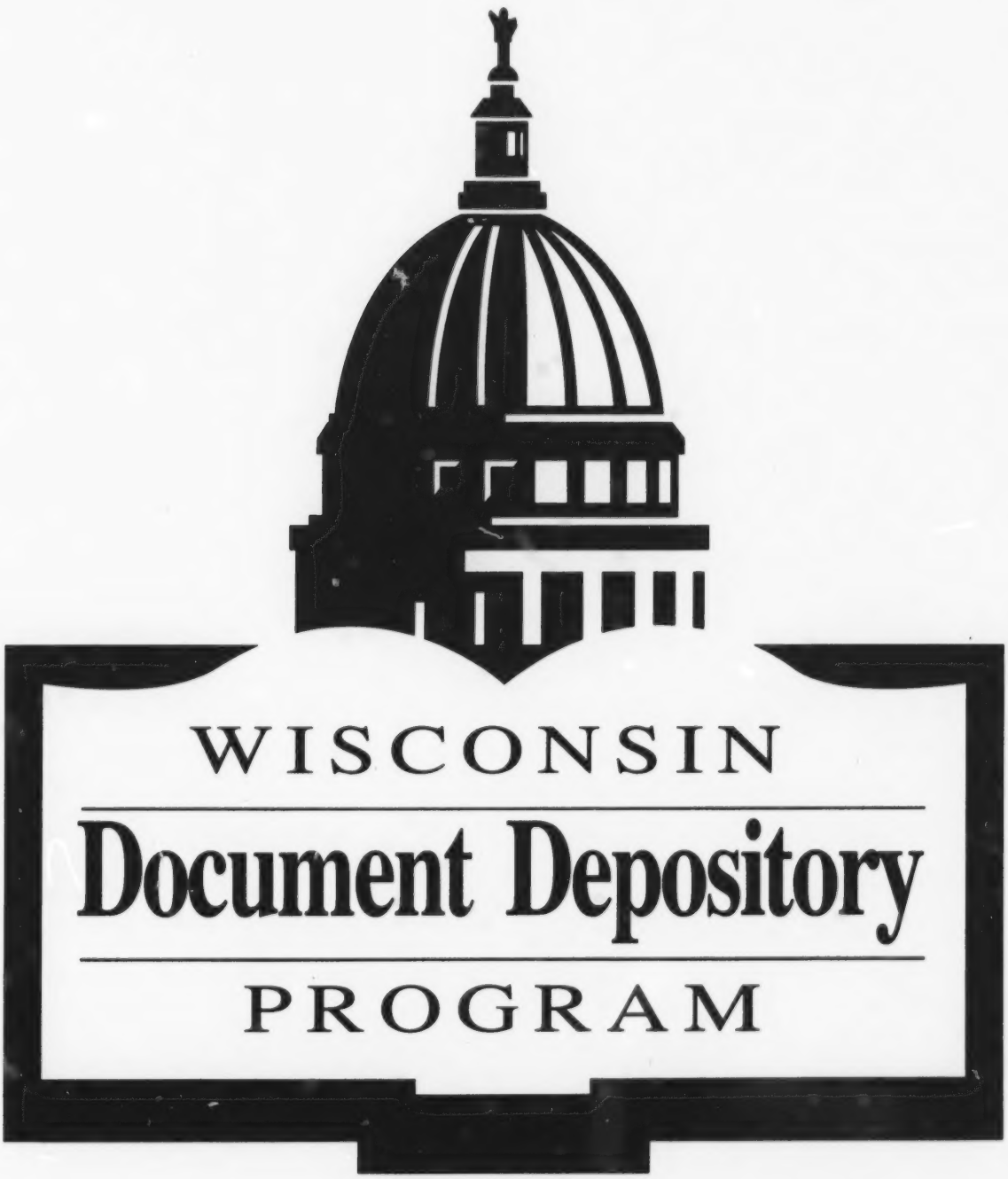
_____

(Director of the Depository Library)

_____

(Date)

## Wisconsin Document Depository Program Logo



Wisconsin Department of Public Instruction
**DEPOSITORY STAFF FORM**
PI-2489 (▼ New 6-94)

**INSTRUCTIONS:** Complete and return to:

**GOVERNMENT SERVICES LIBRARIAN**
**REFERENCE AND LOAN LIBRARY**
**2109 SOUTH STOUGHTON ROAD**
**MADISON, WI 53707-7841**
**(608) 221-6178 (FAX)**
**Harmatul@Macc.Wisc.Edu (Email)**

Please indicate which staff member(s) is assigned responsibility for the depository program for your library. The Wisconsin Reference and Loan Library will communicate with this person(s) concerning the participation by your agency in the Wisconsin Documents Depository Program. Please notify the Reference and Loan Library whenever there is a change in the designated depository staff. Thank you for your cooperation.

**LIBRARY SYSTEM**

| Library Name | No. of depository staff designated to represent the library? |
|---|---|
| | |

**STAFF MEMBERS**

Name

| Position | | Telephone No. *Area/No.* | |
|---|---|---|---|
| Mailing Address | City | State | Zip Code |
| Fax No. *Area/No* | Email | | |

Name

| Position | | Telephone No. *Area/No.* | |
|---|---|---|---|
| Mailing Address | City | State | Zip Code |
| Fax No. *Area/No* | Email | | |

Name

| Position | | Telephone No. *Area/No.* | |
|---|---|---|---|
| Mailing Address | City | State | Zip Code |
| Fax No. *Area/No* | Email | | |

# Types of Publications Distributed Through the Wisconsin Document Depository Program

The following 14 types of publications are distributed through the Wisconsin Document Depository Program. Also included in parenthesis are examples for specific types of publications, along with the originator and date.

*Type of Publication*

1. **Annual reports/biennial reports.** Descriptive and statistical reports of programs, services, activities of an agency; not all agencies prepare annual/biennial reports; may be for entire agency or for a unit within an agency; see also Financial Reports (*Annual Report,* Central Wisconsin Center for the Developmentally Disabled, 1989-1990; *Biennial Report,* State of Wisconsin, Department of Veterans Affairs, 1989-1991)

2. **Budgets.**
   - State budget (*Executive Budget,* Division of State Executive Budget and Planning, Department of Administration, 1991/1993)
   - Agency budgets (*1991-1993 Biennial Budget Request,* Department of Public Instruction)
   - Descriptive budget narratives (*Wisconsin State Budget: Summary of Budget Provisions, 1991-1993*, Legislative Fiscal Bureau)
   - Justifications (*Tax Increment Financing,* Legislative Fiscal Bureau, 1991)
   - Fiscal bureau analyses (*Comparative Summary of Budget Recommendations of Governor and Joint Committee on Finance—1987/1989*, Legislative Fiscal Bureau)
   - Building budgets (*Wisconsin State Capital Budget,* Wisconsin State Building Commission, 1991-1993)

3. **Published conference proceedings.** (*Proceedings: Conference on Refugee Health Care Issues and Management*, Department of Health and Social Services, 1986)

4. **Directories and rosters of agencies.**
   - Directories of facilities (*Wisconsin Nursing Home Directory and Fact Book*, Department of Health and Social Services, Division of Health, Center for Health Statistics, 1990)
   - Rosters (*Wisconsin State Government Agency Executive Roster*, Prepared by Secretary's Office, Department of Administration, 1991)
   - Staff telephone directories (*Staff directory*, Department of Public Instruction. 1992)
   - Directories of services (*Licensed Adoption Service Agencies*, Department of Health and Social Services, Bureau for Children, Youth and Families, 1987)

5. **Financial reports.**
   - Annual financial report or statement (*Annual Fiscal Report*, Department of Health and Social Services, Division of Management Services. Note: includes those issued by agencies that do not publish an annual report and those issued by agencies that produce annual reports not containing financial information)
   - Monthly/quarterly financial reports
   - Audit reports (*A Financial Audit of Wisconsin Public Broadcasting Foundation Financial Statements as of June 30, 1987*, Legislative Audit Bureau)
   - Bonds reports (*Report on Industrial Revenue Bond Activities in 1991*, Department of Development, Division of Policy Development, Bureau of Research)

6. **General informational publications and reports of research.** This category contains the quantity of documents issued by an agency. In general, this category includes all materials issued to provide information to a segment of the population or specific clientele or to report the results of research conducted by or for an agency or college/university.

   Publications in this category cover an enormous variety of subjects, and they differ in intended audience, sophistication of treatment, and format. Examples below are provided to suggest the kinds of publications that fall into this category.
   - Research reports (*Wisconsin Long-Range Economic Forecast, 1985-1995*, Department of Development, 1987)
   - Informational reports (*Wisconsin Spring & Summer Escapes*, Produced by Wisconsin Department of Development, Division of Tourism, Annual; *Groundwater Quality in Wisconsin*, prepared by Alan R. Lulloff, Department of Natural Resources, 1987)
   - Interim or final reports (*The Future of the Dairy Industry in Wisconsin*...The Wisconsin Dairy Task Force 1995, Final Report, 1987.
   - Guides (*Acid Rain Study Guide*, Department of Natural Resources, 1986; *Instruction About AIDS, Acquired Immune Deficiency Syndrome in Wisconsin Schools*, Department of Public Instruction, 1987)
   - Manuals and handbooks (*Child Day Care Handbook: A Resource for Counties*, Department of Health and Social Services, 1986)
   - Maps (*Traffic Map, Wisconsin*, Department of Transportation, Division of Planning in Cooperation with U.S. Department of Transportation, Federal Highway Administration, Annual)
   - Pamphlets and brochures about an agency, its services, or a subject that is of concern to the agency (*The Property Tax Deferral Loan Program*, Department of Revenue, 1986, one folded sheet, 5 pages)
   - State plans (*Wisconsin...Highway Safety Plan...Annual Report*, Department of Transportation)
   - Statistical compilations (*Wisconsin Dairy Facts*, Department of Agriculture, Trade and Consumer Protection, Agriculture Reporting Service, Annual)

7. **Laws, rules and regulations, and licensing standards.**
   - Wisconsin statutes (*Wisconsin Statutes*, Revisor of Statutes, Biennial)
   - Wisconsin statutes reprinted chapters (*Wisconsin Statutes, Alcohol Beverages*, Department of Revenue, Biennial)
   - Session laws (*Wisconsin Session Laws*, Office of the Secretary of State, Biennial)

- Compilation of laws on a topic (*Wisconsin Trapping Regulations*, Department of Natural Resources)
- Licensing standards (*Wisconsin Certification Manual for Public Librarians*, Department of Public Instruction, Division for Libraries and Community Learning

8. **Lists of agency-related publications.**
   - Bibliographies (*Popular Energy Publications: Guide to Up-to-Date Energy Information*, Department of Administration, 1987)
   - Publications lists—Publications lists can include prices or not—(*Publications Listing*, Department of Health and Social Services, Division of Community Services. 1987)

9. **Minutes of governing bodies.**
   - Minutes of Board of Regents meetings (*Minutes of the Board of Regents*, University of Wisconsin System)
   - Minutes of agency governing board meetings (*Minutes*, Board of Aging and Long Term Care)

10. **Periodicals.**
    - Magazines or scholarly journals (*Wisconsin Natural Resources*, Department of Natural Resources)
    - Newsletters (excluding alumni and student magazines) (*School Food Service News*, Department of Public Instruction, Bimonthly during school year)
    - Newspapers (includes student newspapers, staff newspapers, newspapers intended for public distribution)
    - News releases (*DPInformation*, Department of Public Instruction)

11. **PSC Docket materials**
    - Advance plans
    - Environmental impact statements
    - Hearing materials
    - PSC orders/decisions

12. **Nonprint format.** The Wisconsin Document Depository Program often does not receive nonprint materials even when they may meet the criteria for a state document. Therefore, specific examples are provided. However, libraries collect and make accessible all types of formats and would find it desirable to collect these materials. Agency staff should contact Reference and Loan Library staff to discuss the appropriateness of including these materials if it is possible for the agency to include them.
    - Microfiche—Copies of publications produced originally in microfiche format that have not been produced and distributed to depository libraries in print format. Microfiche could also be an alternative format for distributing a publication at the discretion of the agency.
    - Sound recordings—Cassettes, phonodiscs, or other recorded materials produced for public distribution.

- Computer files or databases—Floppy discs with data produced for distribution to the public. Free access to computer files with public data if this is the only form of access available. If an agency operates a database and allows dialup access to the database, the agency should consider providing access to depository library staff.
- CD electronic—Copies of databases and documentation published in CD-ROM format.

13. **Other items**
    - Drafts of plans—Draft copies can be provided at the discretion of the agency. It is important that final copies and updates to copies be provided.
    - Reprints—U.S. Surgeon General's report on AIDS reprinted by the Department of Health and Social Services.
    - Revisions—If a state publication is a new revision, it is considered a new publication. The depository program does not want second printing of publications unless we never received copies from the first printing.
    - Posters (*Wisconsin Women on Parade: Celebrating Wisconsin Women*, Department of Public Instruction, 1986. Includes one poster.)
    - Programs of theater, music, sports and other events—These may be provided at the discretion of the agency.
    - Conference announcements, brochures, and proceedings—Proceedings should be provided. Conference announcements and brochures may be provided at the discretion of the agency. (*Summary of a Wingspread Conference; Family and Education Partnerships; Building Public Policy, April 18-10, 1988*, DPI, 1988.)
    - University press books—These publications are exempt under the statutes except that three copies must be sent for distribution to the State Historical Society, the Legislative Reference Bureau, and the Reference and Loan Library.

14. **Internal agency documents.** These types of publications generally do not need to be provided unless the agency desired to distribute them.
    - Internal policy documents
    - Handbooks of internal policies
    - Affirmative action plans
    - Grant proposals, specifications, bids, and so forth
    - Correspondence, memos

# Guide to the Wisconsin Document Classification System of the State Historical Society of Wisconsin Library (Widocs)

by Lloyd Velicer, Rev. July 1 1993

*Basic structure of Wisconsin government publications call numbers*

Line 1: Abbreviation for the agency (usually 3 letters)
Line 2: Number designating the form of the publication
Line 3: Cutter number for a key word in the title of the publication
Line 4: Year of publication
(Exceptions: If the title indicates a date of coverage, the final date of coverage is used for the last line. In a monographic series, the number within the series is used.)

**A sample call number**

ED. A publication of the Department of Public Instruction
1/5: Report of an advisory body to the department
A 92/ Cutter number. for a key word in the title
1991 Year of publication

If two or more agencies share the same agency abbreviation, the conflict is resolved by adding a number after the agency abbreviation.

Legislative Council—LEG.
Legislative Reference Bureau—LEG 2.
Legislative Fiscal Bureau—LEG 3.

There are a few agencies that have been subdivided (by bureau, section, and so forth) and require two lines for the agency abbreviation. A good example of this practice is the Center for Health Statistics within the Division of Health. The center's agency abbreviation is

HE 1
ST.

No new agency abbreviations will be constructed in this manner in the future. On the other hand, existing two-line agency abbreviations will continue to be used.

Two publications of the same agency, form, and Cutter number are differentiated by placing a number (2, 3, and so forth) between the Cutter number and year of publication. Three different brochures on sustainable agriculture by the Department of Agriculture, Trade and Consumer Protection are differentiated in the following manner:

| | | |
|---|---|---|
| AGR. | AGR. | AGR. |
| 9/2: | 9/2: | 9/2: |
| S 97/ | S 97/ | S 97/ |
| 1988 | 2/1989 | 3/1990 |

Publications of the same title issued at different times in the same year (with or without revisions) are differentiated by adding a sequential number (2, 3, and so forth) after the year.

| | |
|---|---|
| EMP 1. | EMP 1. |
| 6/2: | 6/2: |
| C 43/ | C 43/ |
| 1992 | 1992/2 |

Cutter numbers for the key word of the title of a publication will always be two-digit Cutter numbers utilizing the table in *Cataloging Service Bulletin*, no. 3 (Winter 1979), pp. 19-20. Cutter numbers of Wisconsin place names will be those listed in Alice Alderman's *Organizing Wisconsin Public Documents*, pp. 8-13.

The most complete list of agency abbreviations is Marcia R. Nettesheim's *Guide to Wisconsin State Agencies and Their Call Numbers*, 2nd ed. (Madison, Wis.: State Historical Society of Wisconsin, Library Division, 1984). This publication is out of print. It will hopefully be updated and reprinted soon.

## *Outline of the Wisconsin Government Publications Classification Scheme*

**A. Reference publications**

- A.1 Blue books
- A.2 Statistical abstracts
- A.3 Census reports
- A.4 Election returns
- A.5 Administrative code
- A.6 Government organization and reorganization materials
- A.7 Public records, state printers
- A.8 Bibliographies
- A.9 Brochures
- A.10 Videocassettes
- A.11 Maps

**B. Collected documents of administrative agencies: A 1.1**

**C. Agency publications (ACC.-YOU 2. on first line)**

Arrangement of agency publications by form of publication (the second line of the call number)

- 1: followed by year of coverage=Annual or biennial reports of the agency
- 1/2: followed by Cutter number/year=Annual reports on specific subjects
- 1/3: followed by Cutter number/year=Proceedings of meetings, conferences, workshops, seminars, and so forth
- 1/4: followed by Cutter number/year/number=Agency reports issued more than twice a year. [No longer used. If a report is issued more often than two times per year, it is classified as a periodical and placed under "4," the number for periodicals.]
- 1/5: followed by Cutter number/year=Reports of advisory committees to the agency
- 1/6: followed by Cutter number/year=Planning reports of an agency
- 2: followed by Cutter number/year=Monographs

3: followed by Cutter number/number of publication=Irregular series
4: followed by Cutter number/year/issue number=Periodicals
5: followed by Cutter number/year=Laws administered and issued by the agency
5/2: followed by Cutter number/year=Rules and regulations administered and issued by the agency
6: followed by Cutter number/year=Handbooks, manuals, and so forth
7: followed by Cutter number/year/month/day=Press releases
8: followed by Cutter number/year=Bibliographies
9: followed by Cutter number/year=Posters [Maps had also been included under his number until 1 July 1993. See "11" for maps currently.]
9/2: followed by Cutter number/year=Small brochures (22 x 10 cm.)
9/4: followed by Cutter number/year=Handouts, brochures, and so forth, which are letter size (28 cm. high)
10: followed by Cutter number/year=Videocassettes
11: followed by Cutter number/year=Maps [Classed here as of 1 July 1993; previously classed under "9" with posters.]

**D. Publications of the Legislature**

Z.1: followed by year B=Senate journals (e.g., 1991B)
Z.1: followed by year C=Assembly journals (e.g., 1991C)
Z.2: followed by Cutter number/year=Monographs issued by the Legislature
Z.4: followed by year=Bills
Z.4/2: followed by year=Bill drafting records
Z.5: followed by year=Session laws (Acts of Wisconsin)
Z.5/2: followed by year=Statutes
Z.5/4: followed by year=Annotations
Z.6: followed by year=Directories of the Legislature
Z.6/1: followed by year=Rules of the Assembly
Z.6/2: followed by year=Rules of the Senate
Z.7: followed by year/month/day=Press releases
Z.8: followed by Cutter number/year=Bibliographies
Z.9: followed by year=Memorials to Congress
Z 3.1: followed by year=Collected documents of the legislature
Z 3.1/3: followed by year=Record of committee proceedings.
Z 3 ADM. to Z 3 WEL. followed by 1: year=Reports of the committees of the Legislature
Z 4.1/1: followed by year=Digests of contested elections (Assembly and Senate)
Z 4.1/2: followed by year=Digests of contested elections (Assembly)
Z 4.1/3: followed by year=Digests of contested elections (Senate)
Z 4.2: followed by Cutter number/year=Contested elections (Miscellaneous publications)
Z 5.1: followed by Cutter number/year=Impeachment proceedings, and so forth
Z 7.1: followed by Cutter number/year=Memorial addresses

# Types of Superseded Documents That May be Withdrawn

Appendix I will be sent to libraries when it is completed.

# Sample Document Depository Shipping List

Wisconsin Department of Public Instruction / John T. Benson, State Superintendent

**Reference and Loan Library**

Division for Libraries and Community Learning
2109 South Stoughton Road
Madison WI 53716-2899

WISCONSIN DEPOSITORY SHIPMENT 94-8 April
Shipment #2

Please Note: If you have any questions regarding a depository shipment, please contact Loretta Harmatuck or Dirk Hildebrandt of the Reference and Loan Library. Loretta can be reached at (608) 221-6165 or email HARMATUL@MACC.WISC.EDU. Dirk can be reached at (608)221-5385 or email HILDEDI@MACC.WISC.EDU. If you have any questions regarding a Wisconsin Document Classification number, please contact Lloyd Velicer of the State Historical Society Library at (608) 264-6527 or email LLOYD.VELICER@MAIL.ADMIN.WISC.EDU.

*Bay-Lake Regional Planning Commission*

- Overall Economic Development Program Update, 1993**

*Corrections, Department of*

- Annual Fiscal Report, Division of Management Services, 1993

*Development, Department of*

- Key Media Contacts for Wisconsin Cities and Counties, 1994
- Wisconsin, Inc.—Vol. 5, No. 1, March 1994
- Wisconsin Main Street News—Vol. 4, No. 2, 1994

*East Central Wisconsin Regional Planning Commission*

- Fond du Lac Area Transit, ADA Paratransit Plan, 1994 Update**
- Oshkosh Transit System, ADA Paratransit Plan, 1994 Update**

*Health and Social Services, Department of*

- Annual Report on Substance Abuse, 1993
- *BCS News*—Spring 1994*
- Birth to Three Annual Report, 1993
- Cancer in Wisconsin, 1992*
- Health Data Review—Vol. 8, No. 3, March 1994*
- Profile of Wisconsin Nursing Home Residents, 1992*

*Historical Society of Wisconsin, State*

- Museum Memo—December/January 1993
- Museum Memo—February/March 1994

• Museum Memo—April/May 1994

Industry, Labor and Human Relations, Department of

• Hechos Para Trabajadores Lesionados, Acerca de Compensacion de Trabajadores en. Wisconsin [Spanish language version of: Facts for Injured Workers, About Workers Compensation in Wisconsin]
• Skills for the Future in Wisconsin
• Wisconsin Economic Indicators—January 1994
• Wisconsin Economic Indicators—February 1994

*Insurance, Office of the Commissioner of*

• 1991 Wisconsin Act 250 Study, Measuring Health Care Outcomes and Costs
• Health Care Data Report, Utilization and Charges in Wisconsin: Second Quarter 1993

*Judicial Commission*

• Annual Report, 1993

*Justice, Department of*

• Consumer Catalog
• A Guide to Contests and Promotions
• Home Improvements and Repairs
• Planilla Para una Queja del Consumidor [Spanish language version of the Office of Consumer Protection complaint form]
• Rentando (alquilando)—Como Evitar Problemas Entre Duenos e Inquilinos [Spanish language version of: Renting—How to Avoid Landlord/Tenant Problems]
• Renting—How to Avoid Landlord/Tenant Problems
• A Senior Citizen's Guide to Consumer Protection

*Legislative Reference Bureau*

• Selective List of Recent Acquisitions—February/March 1994
• State Officers Appointed by the Governor as Required by Statute, Wisconsin Brief 94-3

*Mail Managers Council, Wisconsin*

• The Mail Bag—Vol. 1, No. 3, March 1994

*Natural Resources, Department of*

• Annual Report, Wisconsin Acid Deposition Monitoring and Evaluation Program 1992 [Please Note: This report has already been distributed to the state and regional level depositories in shipment 94-5]
• Canoeing in Wisconsin State Parks and Forests
• Don't Blame the Boat!, Small Craft are Safe Craft
• Fields and Streets—No. 15, March 1994
• Health Guide for People Who Eat Sport Fish from Wisconsin Waters, April 1994
• Hiking and Backpacking in Wisconsin State Parks and Forests
• Horseback Riding in Wisconsin State Parks and Forests
• Look Who's Watching You!
• Lower Wisconsin River Basin Water Quality Management Plan

- Municipal Wastewater Guidance—Vol. 15, No. 63, March 31, 1994
- Nitrate in Wisconsin's Groundwater: Strategies and Challenges (conference announcement)**
- Nonpoint Source Control Plan for the Dunlap Creek Priority Watershed Project*
- Nonpoint Source Control Plan for the Dunlap Creek Priority Watershed Project, Project Summary*
- Nonpoint Source Control Plan for the Lake Winnebago East Priority Watershed Project*
- Nonpoint Source Control Plan for the Lake Winnebago East Priority Watershed Project, Project Summary*
- Water Quality Management Plans (list)
- Well Abandonment
- Winter Camping in Wisconsin State Parks and Forests
- Wisconsin Greenhouse Gas Emissions Inventory, Estimates for 1990*
- Wisconsin Self-Help Lake Monitoring, Summary Report 1991-1992
- Wisconsin State Trails

*Northwest Regional Planning Commission*

- Planning Newsletter—Vol. 20, No. 1, October 1993-March 1994**

*Public Instruction, Department of*

- Education Forward—Vol. 11, No. 8, March 1994
- Education Forward—Vol. 11, No. 9, April 1994
- News Bytes—Vol. 1, No. 2, March 1994**
- The Official Grapevine on Restructuring—April 1994**
- Wisconsin Statewide School Performance Report, 1992-93
- Tech Prep Projects, FY 95 Application Guidelines
- Urban Initiative, A Call to Action [Laotian language version]
- Urban Initiative, Hu Kom Nqis Tes (A Call to Action) [Hmong language version]
- The Wisconsin Times—Vol. CXV, No. 3, January-February 1994
- Wisconsin Youth Risk Behaviors, 1993 Survey Results

*Regulation and Licensing, Dept. of*

- Wisconsin Regulatory Digest, Charitable Organizations, Professional Fund-Raisers, and Fund-Raising Counsel—Vol. 7, No. 1, April 1994

*Revenue, Department of*

- Wisconsin Tax Bulletin—No. 86, April 1994*
- Wisconsin Taxpayer Bill of Rights

*State Fair Park Board*

- Schedule of Events—May 1994
- Schedule of Events—April-December 1994

*Transportation, Department of*

- DBE/WDBE Eligibility Directory—March 1994*
- Final Environmental Impact Statement, STH 29, IH 94—Green Bay (Abbotsford-Marathon City), Clark and Marathon Counties, Wisconsin**

- A Report on the Wisconsin Vehicle Inspection Program, July 1992-June 1993
- Who Can Get an ID Card for Persons with Disabilities?

*Veterans Affairs, Department of*

- Board Minutes, February 18, 1994
- WDVA Update—Issue 1, Spring 1994

*University of Wisconsin System*

- Minority Student Statistics, Fall 1993*
- Minutes of the Regular Meeting of the Board of Regents of the University of Wisconsin System, March 11, 1994**
- Notice of Meetings of the Board [of Regents] and Committees to be Held on April 7 and 8, 1994**

*University of Wisconsin-Madison*

- CCBC Choices, 1993

* Limited Distribution

** Very Limited Distribution—Copies of these documents are sent to state level depositories only

Wisconsin Department of Public Instruction
**WISCONSIN DOCUMENT DEPOSITORY PROGRAM**
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# Self Evaluation Form for Depository Libraries

Appendix L will be sent to libraries when it is completed.

# Wisconsin Document Depository Program Libraries

## *State Level Depository Libraries*

State Historical Society Library
State Publications
816 State Street
Madison, WI 53706

Legislative Reference Bureau Library
100 North Hamilton Street
Madison, WI 53701-2037

Reference and Loan Library
2109 South Stoughton Road
Madison, WI 53716

## *National Depository Libraries*

Library of Congress
Exchange and Gift Division
Attn: State Documents Section
Washington, D.C. 20540

The Council of State Governments
State Information Center
Iron Works Pike
P.O. Box 11910
Lexington, KY 40578-1910

## *Regional Depository Libraries*

Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, WI 53233-2385

Learning Resources Center
Documents
UW - Stevens Point
900 Reserve Street
Stevens Point, WI 54481

Fond du Lac Public Library
32 Sheboygan Street
Fond du Lac, WI 54935-4271

Wm. McIntyre Library
UW - Eau Claire
105 Garfield Avenue
Eau Claire, WI 54702

LaCrosse Public Library
800 Main Street
LaCrosse, WI 54601-4122

Racine Public Library
75 - 7th Street
Racine, WI 53403

Karrmann Library
UW - Platteville
1 University Plaza
Platteville, WI 53818

Library/Learning Center
UW - Green Bay
2420 Nicolet Drive
Green Bay, WI 54311-7001

Superior Public Library
1530 Tower Avenue
Superior, WI 54880-2532

## *Selective Depository Libraries*

Oshkosh Public Library
106 Washington Avenue
Oshkosh, WI 54901-4985

Marathon County Public Library
400 First Street
Wausau, WI 54401-5473

Madison Public Library
201 West Mifflin Street
Madison, WI 53703-2597

L.E. Phillips Memorial Library
400 Eau Claire Street
Eau Claire, WI 54701-3799

Waukesha Public Library
321 Wisconsin Avenue
Waukesha, WI 53186-4786

Janesville Public Library
316 South Main Street
Janesville, WI 53545-3971

Appleton Public Library
225 North Oneida Street
Appleton, WI 54911-4780

Brown County Library
515 Pine Street
Green Bay, WI 54301-5194

Wauwatosa Public Library
7635 West North Avenue
Wauwatosa, WI 53213-1718

Mead Public Library
710 Plaza 8
Sheboygan, WI 53081-4563

Manitowoc Public Library
808 Hamilton Street
Manitowoc, WI 54220-5390

McMillan Library
490 East Grand Avenue
Wisconsin Rapids, WI 54494-4898

Beaver Dam Community Library
311 North Spring Street
Beaver Dam, WI 53916-2174

Golda Meir Library
UW - Milwaukee
2311 East Hartford, Box 604
Milwaukee, WI 53211

Polk Library
UW - Oshkosh
800 Algoma Boulevard
Oshkosh, WI 54901

Murphy Library
UW - LaCrosse
1631 Pine Street
LaCrosse, WI 54601

Harold Anderson Library
UW - Whitewater
800 West Main Street
Whitewater, WI 53190

Chalmer Davee Library
UW - River Falls
River Falls, WI 54022

Serials Unit—LLC
UW - Stout at Menomonie
315 - 10th Avenue
Menomonie, WI 54751-0790

Jim Dan Hill Library
UW - Superior
1800 Grand Avenue
Superior, WI 54880

Nicolet College and Technical Institute
Learning Resource Center
Lake Julia Campus
P.O. Box 518
Rhinelander, WI 54501-0518

Seeley G. Mudd Library
Lawrence University
113 South Lawe Street
Appleton, WI 54912

Beloit College Library
731 College Street
Beloit, WI 53511

UW Center - Library
Waukesha County
1500 University Drive
Waukesha, WI 53188

UW Center - Library
Rock County
2909 Kellogg Avenue
Janesville, WI 53546

Library/Learning Center
UW - Parkside
900 Wood Road, Box 2000
Kenosha, WI 53141

Battig Memorial Library
UWC - Sheboygan County
1 University Drive
Sheboygan, WI 53081

Learning Resource Center
UWC - Marshfield/Wood County
2000 West 5th Street
P.O. Box 150
Marshfield, WI 54449-0150

Learning Resource Center
UWC - Baraboo/Sauk County
1006 Connie Road, Box 320
Baraboo, WI 53913

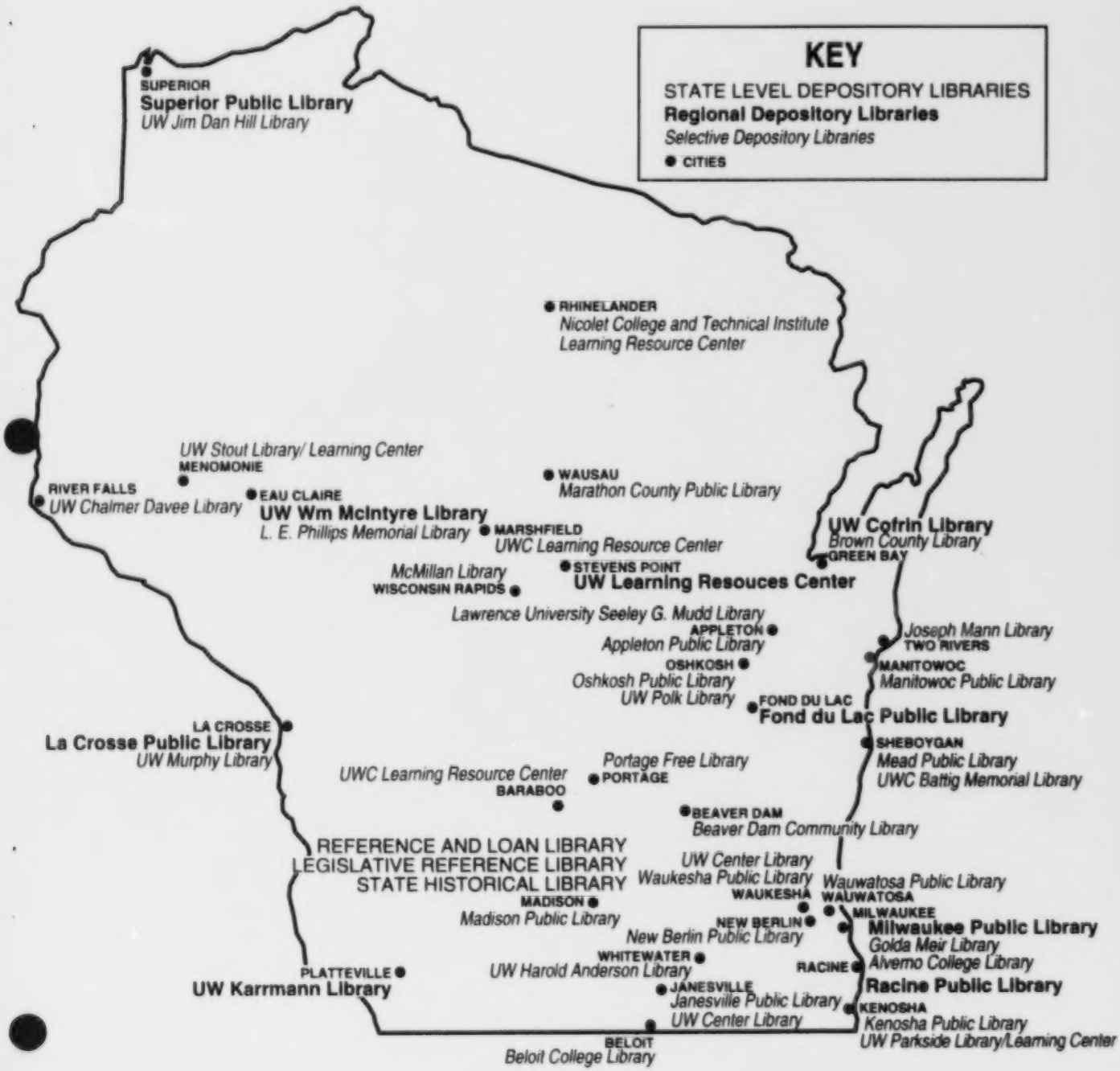
New Berlin Pubic Library
14750 West Cleveland Avenue
New Berlin, WI 53151

Joseph Mann Public Library
1516 - 16th Street
Two Rivers, WI 54241-3093

Portage Free Library
804 MacFarlane Road
Portage, WI 53901

Alverno College
3401 - 39th Street
Milwaukee, WI 53215

# Map of Depository Libraries





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## Wisconsin State Level, Regional, and Selective Depository Libraries

*State Level Depository Libraries*

- Legislative Reference Bureau Library
- Reference and Loan Library
- State Historical Society Library

*Regional and Selective Depository Libraries*

**Milwaukee Public Library (Regional depository)**
**Selective depositories**
- Alverno College
- New Berlin Public Library
- Wauwatosa Public Library
- UW - Milwaukee

**Learning Resources Center UW - Stevens Point (Regional depository)**
**Selective depositories**
- Marathon County Public Library
- Nicolet College and Technical Center
- Wisconsin Rapids Public Library
- UWC - Marshfield/Wood County

**Fond du Lac Public Library (Regional depository)**
**Selective depositories**
- Appleton Public Library
- Beaver Dam Community Library
- Oshkosh Public Library
- Sheboygan Public Library
- UW - Oshkosh
- Lawrence University
- UWC - Sheboygan County

**Wm. McIntyre Library UW - Eau Claire (Regional depository)**
**Selective depositories**
- Eau Claire Public Library
- UW - Stout
- UW - River Falls

**La Crosse Public Library (Regional depository)**
**Selective depositories**
- UW - La Crosse
- New Lisbon Public Library

**Racine Public Library (Regional depository)**
**Selective depositories**
- Waukesha Public Library
- UW - Parkside

- UW - Center Library, Waukesha County
- UW-Whitewater

**Karrmann Library UW - Platteville (Regional depository)**
**Selective depositories**
- Janesville Public Library
- Beloit Public Library
- Beloit College
- UW Center - Rock County

**Library/Learning Center UW - Green Bay (Regional depository)**
**Selective depositories**
- Brown County Library
- Manitowoc Public Library
- Two Rivers Public Library

**Superior Public Library (Regional depository)**
**Selective depository**
- UW - Superior